

Chapter 4

MISSILE FUELS

Section 4A-- General and Administrative.

Para.	Title	Page
4.1.	Purpose and Scope.....	4-3
4.2.	Authority	4-3
4.3.	General	4-4
4.4.	Channels for Submission of Proposed Revisions and Amendments.....	4-5
4.5.	Forms.....	4-5
4.6.	Responsibilities.....	4-5
4.7.	Change in Base Fuels Management Officer at Controlled Storage Points	4-7
4.8.	Thru 4.14. Unused.	

Section 4B-- Requirements and Distribution

4.15.	Forecast of Propellant Requirements (RCS: MTC-SA(SA)7150)	4-8
4.16.	Application of Forecast of Missile Fuel Requirements.....	4-10
4.17.	Procurement Funding Procedures [Applicable only to SA-ALC/SF]	4-11
4.18.	Missile Fuel Customer Requests/Funding for Product.....	4-12
4.19.	Inventory Levels.....	4-14
4.20.	Return/Movement of Empty/Residue or Partial/Full Containers	4-14
4.21.	Helium Tank Car and Tube Trailer Costs.....	4-16
4.22.	Security Assistance Program Requirements	4-17
4.23.	Priority of Logistic Support.....	4-17
4.24.	Thru 4.30. Unused.	

Section 4C-- Receipt

4.31.	General	4-18
4.32.	Responsibilities.....	4-19
4.33.	Discrepancies	4-19
4.34.	Preparation of AF Form 855, Record of Receipts (of Missile Propellants).....	4-20
4.35.	Thru 4.44. Unused.	

Section 4D-- Authorized Issues and Standard Prices

4.45.	General	4-21
4.46.	Standard Prices	4-21
4.47.	Computation of Standard Prices	4-22
4.48.	Determination of Prices to Charge.....	4-22
4.49.	Product Excesses and Returns	4-22
4.50.	Reprocessing of Product	4-23
4.51.	Thru 4.54. Unused.	

Section 4E-- Issue/Sale and Transfer Procedures for Controlled Storage Points

4.55.	Record of Bulk Storage Issues	4-23
4.56.	Bulk Sales.....	4-24
4.57.	Bulk Transfers.....	4-25

4.58. Packaged Sales.....	4-27
4.59. Packaged Transfers	4-27
4.60. Thru 4.74. Unused.	

Section 4F-- Physical Inventory, Records, and Reports -- Controlled Storage Points

4.75. General	4-27
4.76. Pipeline Inventory	4-28
4.77. Commingling/Borrowing of Inventory	4-28
4.78. Physical Inventory	4-28
4.79. Record of Receipts--Processing.....	4-29
4.80. Propellant Unit Record.....	4-30
4.81. Record of Bulk Storage Unit Issues--Processing.....	4-30
4.82. Processing of Inventory Records	4-31
4.83. Variances	4-32
4.84. Controlled Storage Point Reporting Procedures	4-32
4.85. Thru 4.95. Unused.	

Section 4G-- Reporting and Disposition of Off-Specification Propellants

4.96. General	4-36
4.97. Reporting.....	4-36
4.98. Storing Unusable Product.....	4-37
4.99. Disposition.....	4-37
4.100. Funding for Disposition.....	4-37
4.101. Accounting for Fuels Division Off-Specification Product.....	4-37
4.102. Thru 4.104. Unused.	

Section 4H-- Inventory and Capital Control

4.105. General	4-38
4.106. Management of Operations.....	4-38
4.107. Composition of Missile Fuels Management Category Operating Programs/Budgets by SA-ALC/SFR and SA-ALC/SFS	4-38
4.108. Preparation of Missile Fuels Operating Program	4-38
4.109. Preparation of Missile Fuels Analysis of Operating and Program Progress	4-39
4.110. Establishment of Approved Objectives.....	4-39
4.111. Missile Fuels Operating Program Revisions	4-39
4.112. Thru 4.116. Unused.	

Section 4I-- Management Procedures for Reconnaissance Aircraft Special Fuel (JPTS/JP-7)

4.117. General.....	4-39
4.118. Responsibilities.....	4-39
4.119. Authorized Inventory Levels	4-41
4.120. Fuel Distribution.....	4-41
4.121. Issue and Transfer Procedure.....	4-45
4.122. Inventory and Quality Control Procedures	4-45
4.123. Inventory Reporting.....	4-46
4.124. Supply Support	4-48

4.125. Minor Construction/Maintenance and Repair of Special Fuels Facilities	4-49
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Attachments

4A-1 Explanation of Terms	4-51
4A-2 Forms Prescribed by Chapter 4.....	4-54
4B-1 Reserved.	
4C-1 List of Controlled Storage Points	4-58
4D-1 Listing of Missile Propellant Items Classified as Being Managed under the Missile Fuels Management Category.....	4-60
4E-1 Reserved.	
4F-1 Reserved.	
4G-1 Reserved.	
4H-1 Missile Fuels Operating Program Fuels Division	4-63
4I-1 Special Fuels Organizational Chart (Policy)	4-64
4I-2 Special Fuels Organizational Chart (Operational Manager)	4-65
4I-3 Stateside Report of Shipment - Special Fuels.....	4-66
4I-4 Export Report of Shipment - Special Fuels	4-67
4I-5 Export Report of Shipment - Special Fuels (Empty Bulk Fuel Container Returning Stateside)	4-68

SECTION 4A- GENERAL AND ADMINISTRATIVE.

4.1. Purpose and Scope. The Directorate of Aerospace Fuels Management (SA-ALC/SF) is the Department of Defense (DoD) integrated manager for all class 9135 and certain 6830 and 9130 missile fuels items. All missile fuel requirements on government contracts, whether listed as government-furnished product (GFP) or contractor- furnished product (CFP), must be purchased from the Directorate of Aerospace Fuels Management, 1014 Billy Mitchell Blvd., Ste 1, Bldg 1621, SA-ALC/SF, Kelly AFB TX 78241-5603. ALL activities are required to comply with the following procedures. This chapter prescribes the procedures for receipt, storage, issue, reporting, transportation, packaging, forecasting, inventory and financial management of those products financed by the Defense Working Capital Fund (DWCF), Supply Management Activity Group (SMAG), Fuels Division, Missile Fuels Management Category. A listing of the products (propellants, oxidizers, cryogenics, chemicals, gases, special fuels, and related items, hereafter referred to as missile fuels), which can be made available, is provided on Attachment 4D-1. The products listed in Attachment 4D-1 can be used by all DoD activities, National Aeronautics and Space Administration (NASA), Department of Energy (DOE), Foreign Military Sales (FMS), other federal agencies, colleges and universities, contractors performing research, development, test and evaluation either for the Space Program or where the research will result in a benefit to the U.S. Government (USG) and other federal programs, and commercial firms which are involved in the Commercial Space Launch Program. The missile fuel items to which this procedure is applicable are identified in the issue and fund control column of federal supply catalogs by an "MP" coding. The federal supply catalogs are the official media for identifying the items to be financed and managed according to this procedure. Such items are listed in Attachment 4D-1 for information purposes.

4.2. Authority. Pursuant to the authority delegated in DoD Manual 4100.39, Federal Logistics Information System (FLIS), Volume 13, the Directorate of Aerospace Fuels Management is the integrated manager for the missile fuels management category.

4.3. General:

4.3.1. Administrative:

4.3.1.1. The criteria for selecting and designating items as missile propellants and related items for inclusion in the missile fuels management category is as follows: Centrally procured and managed liquid or gaseous missile propellant fuels, oxidizers, and related items. Related items will be those chemicals and chemical products used in missile propellant loading or items which are homogenous to and at most requiring activities, are normally grouped with such items for management, storage, and handling. In applying this criteria for individual items having more than one application of usage, majority application in the missile area will govern. In addition, items included in authorized agreements with other government agencies irrespective of usage and items for which the Air Force is designated as the weapons integrated materiel manager (WIMM) irrespective of usage will also be included in this management category. Items designated as missile propellants and related items will be reviewed by SA-ALC/SF at least annually to insure that items designated as missile propellants and related items (Attachment 4D-1) continue to meet the criteria for selecting items to be so designated.

4.3.1.2. The procedures set forth in this chapter will apply to the following:

4.3.1.2.1. Controlled Storage Points (CSP) maintaining Fuels Division owned inventory levels. Attachment 4C-1 lists CSPs under the missile fuels management category. The scope of the procedures itemized herein is fully applicable to the listed CSPs. Deviation from prescribed procedures due to unique circumstances will only be authorized by SA-ALC/SFRF. Certain air force bases and certain contractor operated activities are authorized by SA-ALC/SFRF to be CSPs. Contractor operated CSPs are designated by SA-ALC/ SF after a CSP Memorandum of Understanding (MOU) has been signed by an official of the company and the Director of Aerospace Fuels Management.

4.3.1.2.2. Missile fuels customers who receive product issued from a CSP.

4.3.1.2.3. Missile fuels customers who receive product directly from the supplier as a direct sale.

4.3.1.3. All missile fuels customers are subject to procedures applicable to forecasting of requirements and ordering of product. Inventory transaction reports will be required for controlled storage point locations as set forth in paragraph 4.84.

4.3.1.4. The procedures and records controlling receipts, issues, and inventory are established to eliminate reports of survey to the greatest extent possible. To aid in closer control of inventory, records are broken down so that losses or gains can be traced to handling, static, and other causes. Forms are provided which, when properly filled out, will assist the Base Fuels Management Office (BFMO) or AF contract administering personnel to analyze losses and gains to determine whether they are excessive and consequently warrant investigation of detailed records and/or rechecks on physical inventory, handling methods, and equipment. This investigation can determine whether paperwork is missing or whether the excessive loss or gain represents some improper action which requires correction. The determination as to whether losses or gains are excessive is the responsibility of the BFMO or defense contract administering personnel and is subject to review by the installation commander and SA-ALC/SF.

4.3.1.5. Financial accounting will be maintained by DAO-DE Kelly/FSRF-M. Quantitative inventory will be maintained by SA-ALC/SFSC. Financial management will be the responsibility of SA-ALC/SFRF. Transportation and packaging is the responsibility of SA-ALC/SFSP. Quality control is the responsibility of SA-ALC/SFT. Contracting is the responsibility of SA-ALC/SFK.

4.3.2. Financial Management:

4.3.2.1. The Fuels Division provides the capital to carry missile fuels management category inventories. The Fuels Division establishes a buyer-seller relationship between government agencies, colleges, universities, and commercial firms as consumers and the Fuels Division as seller. This relationship and concurrent requirement of aligning missile fuels budgeting and consumption accounting with the missile and space programs are intended to improve the management of supply of missile fuels.

4.3.2.2. Reimbursement to the Fuels Division for material sold to AF activities, other DoD, other federal agencies, colleges or universities, and commercial firms will be at the standard price of the respective product at the time of delivery. However, when unprogrammed requirements or untimely program changes require resupply of product at significantly higher cost than that available through normal supply channels, such costs will be assessed on a direct billing basis to the responsible customer. Customers will be billed for specialized services not covered in the standard price computations. Support billings are also authorized when excessive costs are incurred due to failure of customers to exercise prudent management. Customers will also be billed when they accept orders for less than the minimum order quantity as stipulated in the contract for support to an organization. These billings will be charged to the customer at the acquisition cost for the difference between the accepted quantity and the minimum order and not at the standard price. SA-ALC/ SFR/SFS will determine when such conditions occur and will effect the necessary action to collect such costs based on judgment of all circumstances and facts.

4.3.2.3. Standard prices will be computed based on the acquisition cost of the product and associated services as identified in Section 4D (Authorized Issues and Standard Prices), paragraph 4.47. (Computation of Standard Prices).

4.4. Channels for Submission of Proposed Revisions and Amendments. Proposed amendments and/or revisions to this volume/part will be submitted through command channels to the major command fuels office, except AFMC activities will submit proposed amendments and/or changes direct to SA-ALC/SFRF. The major command fuels office will review the proposed revision or amendment, and when publication is considered appropriate, the proposed revision and/or amendment will be forwarded to SA-ALC/SFRF for review, approval, and submission to HQ USAF/ ILSP.

4.5. Forms. Forms used for reporting and accounting for products in the missile fuels management category are listed in Attachment 4A-2 and will be requisitioned through normal distribution channels (AFI 37-161, Distribution Management), reproduced locally, or computer generated as authorized.

4.6. Responsibilities:

4.6.1. The Commander, SA-ALC, has been assigned operational authority and responsibility with respect to the missile fuels management category as it pertains to missile propellants and related items, including the authority to assess customers for excess costs and/or support billings referred to in paragraph 4.3.2.2.

4.6.2. The Directorate of Aerospace Fuels Management (SA-ALC/SF) is responsible for the financial management, inventory management, transportation and packaging management, quality assurance, procurement, technical assistance, cataloging, and other functions related to the supply of missile propellants and related items.

4.6.3. DAO-DE Kelly/FSRF-M will record accounting transactions related to the missile fuels management category. The DAO is responsible for preparing financial accounting reports.

4.6.4. The command fuels office of each major command will function as a staff agency to monitor and control missile fuel operations at a base under its jurisdiction and to advise the command deputy chief of supply/materiel or director of supply, as required. It is the responsibility of the command fuels office to formulate and

disseminate regulations and other directives covering those operations which are not specified in detail in this chapter for the guidance of their bases as well as command policies implementing the provisions of these instructions. The command fuels office will also provide SA-ALC/SF with information as required for determination of requirements and necessary supply action.

4.6.5. The manager of a commercial Controlled Storage Point (CSP) and BFMO at each base is charged with:

4.6.5.1. Complete accountability and responsibility for the handling of missile propellants and related items (as listed in Attachment 4D-1) at each activity.

4.6.5.2. The preceding responsibilities apply, as applicable, at AF bases where AF-owned missile propellants and related items are handled and received by contractor personnel.

4.6.5.3. Responsibility for coordination with the base supply officer whenever peculiar operational arrangements at a particular location precludes handling and processing all items under the missile fuels management category from the BFMO. For example: Although bulk products are handled by the BFMO storage capabilities, manpower specialties, and physical location of equipment and operations may dictate that the packaged items would be best controlled by the base supply office.

4.6.5.4. Coordination with the base supply officer and consolidation of reports prescribed by this manual whenever the split operational responsibilities described in paragraph 4.6.5.3. exist.

4.6.5.5. Aviator's breathing oxygen and liquid nitrogen, technical, is not a Missile Fuels Propellant manager item and should be coordinated with base supply personnel for accountability.

4.6.5.6. The commercial CSP will be responsible to follow the guidance established in the CSP MOU.

4.6.6. Contract Administrative Offices (CAOs) are responsible for insuring compliance with the instructions contained in this chapter, as applicable, where AF-owned missile propellants and related items are received, stored, and issued at missile and space contractor's facilities and contractors operating government-owned production facilities. It is incumbent upon the CAO to insure that consolidated report of sales prescribed in this chapter contains the appropriate certification and that authorized issue documents are on file for the quantities reflected thereon.

4.6.7. Major commands, CAOs, plant representatives, and procurement contracting officers (PCOs) are responsible for evaluation and determination of the most economical method of supplying (CFP versus GFP) missile fuels and related items to contractors performing work for the Air Force.

4.6.7.1. Determinations by the PCO, or other officials named in paragraph 4.6.7., that supplying missile fuels or related items would be most economical as CFP must be authorized by SA-ALC/ SFR prior to awarding a contract. The evaluation data on which such determination is based will be submitted to SA-ALC/SFR for review and analysis. SA-ALC/SFR analysis of these CFP proposals will include determination:

4.6.7.1.1. That such CFP procurement will not have any competitive effect on centralized missile fuels procurement in the same locality.

4.6.7.1.2. Whether the requirement can be fulfilled through utilization of a current or proposed centralized procurement.

4.6.7.1.3. If excess equipment is available for utilization at the specific contract facility.

4.6.7.1.4. Any other condition which may affect the support of any specific location, especially:

4.6.7.1.4.1. Analysis to assure that the cost comparisons are based on invoice procurement costs and not existing missile fuels standard prices. In this context, the selling price by the Fuels Division is not a basis for determining specific costs at a specific location. CFP may not be authorized by comparison with standard price.

4.6.7.1.4.2. Analysis to assure that CFP will not affect the logistic support of missile fuels at locations or in the general locality where existing government agreements are in effect and that such authorizations to use CFP do not constitute abrogation's of such agreements or affect the public interest.

4.7. Change in Base Fuels Management Officer at Controlled Storage Points:

4.7.1. Whenever there is a change in Fuels Management Officers (FMOs) at controlled storage points (Attachment 4C-1), the outgoing supply officer will be relieved of his accountability and responsibility. When an FP account exists at AF bases/stations and the missile propellants and related items are under the control of the FMO, this transfer action is not required. The certificates transferring the FP account from one officer to the other is sufficient to document this transfer. The transfer of accountability for missile propellants and related items from the outgoing supply officer to the incoming officer will be accomplished as follows:

4.7.1.1. Both the outgoing and incoming supply officer will verify the physical inventory taken on the effective date of the change, and both will sign the AF Form 1235, Physical Inventory (Fuels/ Missile Propellants).

4.7.1.2. The outgoing supply officer will prepare an AF Form 859, Monthly Inventory Transaction Report (Missile Propellants), to cover all transactions since the last day of the previous month. The incoming supply officer will verify the record and make sure that necessary documents covering all transactions have been completed and forwarded to SA-ALC/SFSC. Both the outgoing and incoming supply officers will sign the AF Form 859.

4.7.1.3. The supply officer being relieved of accountability and his successor will sign a certificate of transfer as shown in Figure 4.1.

Figure 4.1. Certificate of Transfer.

<p>_____ (Place) _____, _____ (Date) _____</p> <p>I certify that the balance shown on the records of Stock Record Account _____ (serial number of account) _____ as of the above date, last AF Form 859, dated _____, 19_____, are true and correct to the best of my knowledge and belief and that the property has this date been turned over to _____ (name of receiving officer) _____.</p> <p>_____ (Name and signature of officer turning over property)</p> <p>I certify that I have this date received from _____, predecessor, all property pertaining to the above designated stock record account for which my said predecessor was accountable as shown by the latest audit of the accounts plus all proper charges against and less all authorized credits to my predecessor's account to the time of transfer, last AF Form 859, dated _____, 19_____, and that I have this date assumed accountability for the property pertaining to this account.</p> <p>_____ (Name and signature of officer receiving property)</p>
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4.7.1.4. One copy of the certificate of transfer will be retained by the officer relieved of accountability and one copy maintained on permanent file in the BFMO until superseded. Cross reference sheets may be inserted in document control files indicating administrative file designation of appropriate forms/documents.

4.8. Unused.

4.9. Unused.

4.10. Unused.

4.11. Unused.

4.12. Unused.

4.13. Unused.

4.14. Unused.

SECTION 4B-- REQUIREMENTS AND DISTRIBUTION.

4.15. Forecast of Propellant Requirements (RCS: MTC-SA(SA)7150):

4.15.1. Missile fuel customers consist of all Department of Defense (DoD) activities, National Aeronautics and Space Administration (NASA), Department of Energy (DOE), Foreign Military Sales (FMS), other federal agencies, colleges and universities, contractors performing research, development, test, and evaluation for the U.S. Government, and commercial firms involved in the Commercial Space Launch Program.

4.15.1.1. Contractor-Furnished Product (CFP) or Government-Furnished Product (GFP). Annual forecast of propellant requirements will be prepared and submitted on AF Form 858, Forecast of Requirements (Missile Propellants and Pressurants), or approved form. Consuming contractor forecasts will be submitted to the Air Force funding agency managing the applicable contract for their review and approval. Appropriate AF funds management agencies are responsible for assuring that contractors submit forecasts of propellant requirements according to established schedules and under the proper security classification as required by AFI 31-401, Managing the Information Security Program.

NOTE: The Administrative Contracting Officer (ACO), AF plant representative (AFPR) or the fuels management officer (FMO), as applicable, is responsible for providing contractors with the name and address of the proper agency, division, or center to which requirement forecasts are to be forwarded.

4.15.1.2. AF Bases. The FMO will prepare and submit the forecast of propellant requirements (RCS: MTC-SA(SA)7150) for all base missile fuel requirements. The FMO will establish procedures to assure that all organizations including tenants, submit their requirements for consolidation and reporting. When missile fuel items are stored or otherwise controlled by the base supply officer, the FMO will coordinate reporting with the base supply officer. Three copies of the forecasts will be submitted to the applicable major command. When tenant organizations are components of a major command other than the host base, a separate forecast will be prepared for the tenants and three copies submitted to the parent command of the tenants. A copy of the tenant forecast will be forwarded to the parent command of the host base. Major commands are responsible for assuring that their bases submit forecasts of propellant requirements according to the established schedules. Forecasts will be classified according to AFI 31-401.

4.15.1.3. Forecast Review. All forecasts of propellant requirements, consuming contractor and AF base, will be reviewed by AF major commands or funds management agencies. Designated offices will carefully review

requirements, eliminate duplications, determine whether potential requirements will be funded, assure that the proper program, funds, Customer Identification Code (CIC) number, and sales code (AFI 33-110, Air Force Data Administration Program), etc., are reflected on the forecast. All programs and projects will be distinctly marked firm or potential. It is essential for planning future resources that all requirements which could materialize from existing programs and proposals or developmental projects be reported. Requirements for programs which have been approved by proper authority and for which funds have been provided will be reported as firm. Requirements for programs which have not been approved by proper authority, or if approved would require funds in excess of those currently available, will be reported as potential. Reviewing agencies will forward two copies of forecasts to SA-ALC/SFS with a letter of transmittal stating forecasts have been reviewed and approved.

4.15.2. Forecast Submission Schedules. Forecasts will be provided based on current requirements as of the following dates.

Requests Mailed	Due to Agency	Due to SA-ALC
1 Jan	15 Feb	1 Mar

4.15.3. Forecast Requirement Period. Forecasts will cover a two-and-one-half year requirement for all missile fuels (propellants) and related items. The forecast period will commence 1 July of the current year. Forecasts will be by the month for the first six months and by the quarter for the remainder of the period covered.

4.15.4. The contract funding agency will be responsible for insuring that each CFP item has been fully evaluated according to AF FAR Supplement, paragraph 100.303-2 before approving any contracts involving missile fuel items.

4.15.5. Preparation of reports (AF Form 858).

4.15.5.1. Items to be Reported. The listing of propellant oxidizers, pressurants, and related items is shown in Attachment 4D-1. Reported items will include both GFP and CFP, and also new products not included in Attachment 4D-1. The CFP items will be identified by annotating "CFP" in the block marked Contract Number on AF Form 858.

4.15.5.2. Separate Forms. A separate AF Form 858 shall be submitted for each facility (or site), by geographical location, for each product. For example: One form is required to report liquid oxygen forecast for facility X, and a separate form is required to report helium forecast for facility X or for liquid oxygen for facility Y. No consolidation of requirements is required or necessary. The finer the requirements breakout the more useful the data is for all concerned.

4.15.5.3. Quantities to be Reported. All items will be reported in the unit of issue shown in Attachment 4D-1; such as, tons, pounds, standard cubic feet, gallons, etc. All forecasts of requirements will be reported in net quantities only. "Net quantities" will be interpreted to mean those quantities at the point of sale that are actually needed for the report period. Special care will be taken in reporting gaseous product requirements; that is, where product is issued in a gaseous state, requirements will be reported as gaseous; when product is issued as liquid and must be converted to gaseous, the requirement will be reported as liquid.

4.15.5.4. Report Format. AF Form 858 is designed to be self-explanatory. Additional explanation follows for certain items:

4.15.5.4.1. Report control symbol (RCS)-MTC-SA(SA)7150.

4.15.5.4.2. Contract Number. Include notation "CFP" where product is known to be authorized as contractor-

furnished property.

4.15.5.4.3. Program Supported. Include notation as to firm or potential, dependent on funding availability.

4.15.5.4.4. Storage Availability at Destination. Provide complete information concerning packaged and/or bulk storage capacity and the maximum quantity of either packaged or bulk product that can be accepted per shipment. Details are pertinent whenever forecast quantities are large enough to warrant a need to know on the part of the item manager receiving the forecast. (Use blank sheet for additional information, if necessary.)

4.15.5.4.5. Method of Computation and Remarks. Furnish an adequate mathematical computation, as used in determining the requirements, to permit an appropriate evaluation of the report. Include use factors, requirements per firing by duration, etc., and any remarks deemed necessary, such as a brief explanation concerning any major variances in requirements being reported as compared to those reported previously, or an explanation that certain requirements are based on anticipated contracts. Also, provide a concise explanation of intended usage of the item. (Use blank sheet for additional information, if necessary.)

4.15.5.4.6. Program Supported. The program or project, name or number should be entered; for example, Titan IV, Atlas, Space Shuttle, etc. Terms such as launch services, spares, and experimental are not definitive. Include notation potential where funding is questionable. All quantities will be considered firm requirements unless otherwise indicated.

4.15.5.4.7. Funding Data.

4.15.5.4.7.1. Funds information indicated should be available from the contract, work order, work center, etc.

4.15.5.4.7.2. The CIC is assigned by SA-ALC/ SFRF when the funding document is submitted.

4.15.5.4.7.3. Sales codes (applicable to DoD customers) can be found in AFI 33-110, Volume 1, Part V, ADE-AC-115 (Microfiche).

4.15.5.4.7.4. The government contracting office or the program manager's office can provide assistance in determining the appropriate codes.

4.15.5.4.8. Amended Forecasts. A significant revision to the forecast of propellant requirements and resources will be submitted to SA-ALC/SFS, and will cover only the time period affected. Revision notification will make reference to the particular forecast being amended and will flow through the normal forecasting channels prescribed herein.

4.15.5.4.8.1. Initially the revision may be reported by electrical transmission referencing the previous forecast of propellant requirements and resources in sufficient detail to permit identification of the forecast being revised.

4.15.5.4.8.2. Confirmation of this electrical transmission will be subsequently submitted by mail in the format of the original forecasts.

4.15.5.4.8.3. It is important that SA-ALC/SFS be apprised of cancellations, reductions, and changes in requirements, as well as increases in requirements in a timely manner.

4.15.6. Negative Report. A negative report will be prepared by each activity for any item where requirements were forecast during the previous report cycle and the requirement no longer exists. Negative reports will be made on plain bond paper and will include the stock number, nomenclature, and a statement that no requirement exists for the item.

4.16. Application of Forecast of Missile Fuel Requirements. Each customer requirement forecast will be evaluated by the SA-ALC/SFS missile fuel product inventory managers. Requirements forecasts will then be

combined with loss factors to equal total product requirements. The total product requirements will be reviewed at division level and used to develop budgets/operating programs, procurement programs, and distribution plans.

4.17. Procurement Funding Procedures (Applicable only to SA-ALC/SF).

4.17.1. SA-ALC/SFS, based on the latest available data, will initiate procurement action to secure the supply of all missile fuel products for which there is a forecast requirement.

4.17.2. Procurement support may be by DD Form 448, Military Inter-Departmental Purchase Request (MIPR), for products available through various U.S. Government agencies (DoD, DOE, NASA, etc.) or, by AFMC Form 36, Purchase Request (PR), for products available competitively from commercial sources. Product may be secured from government-owned, contractor-operated producing plants, commercially-owned and operated producing facilities.

4.17.3. Contracts may be sole source, minimum-maximum quantity, fixed quantity-fixed price, indefinite delivery requirements type, multi-year, etc. The contracting officer is responsible for determining and seeking the appropriate type procurement based on product production availability and quantity necessary to satisfy the various requirements.

4.17.4. Fuels Division obligation for procurement actions for products and/or services will be initiated by submission of an AFMC Form 36, DD Form 448, or AF Form 406, Miscellaneous Obligation Reimbursement Document (MORD). The SA-ALC/SF organization responsible for procurement of product/services will initiate all procurement actions as required. Certification by the Financial Support Branch (FSRF) is required whenever fuels division funds are being cited. SA-ALC/FSRF certification must be accomplished before submitting the PR/MIPR to SA-ALC/SFSP (PR/MIPR Control) and procurement (SFK), in turn.

4.17.4.1. Product procured from other government agencies will be funded by MIPR, DD Form 448, category I (reimbursement). Obligation is recorded by DAO-DE KELLY/FSRF-M upon receipt of DD Form 448-2, Acceptance of MIPR.

4.17.4.2. Obligation is recorded when DAO-DE KELLY/FSRF-M receives the delivery order, DD Form 1155, Order for Supplies or Services, or SF Form 30, Amendment of Solicitation/Modification of Contract, from SFK.

4.17.5. After award of a requirements type contract, additional funding will normally be accomplished by submission of a requirements call (RC) PR to the contracting office (SFK). Upon receipt of a properly certified RC PR, the contracting office will issue a delivery order (DD Form 1155) or a modification to an existing order. The contracting office distributes the document to the contractor, SA-ALC/SFS, DAO-DE KELLY/FSRF-M, and other cognizant parties. This issuance of a delivery order (or modification to an existing delivery order) establishes the authority for an AF Form 586, Propellants Delivery Schedule, for a given product and/or service to be issued. The product is scheduled by SA-ALC/SFSC, inventory manager and contract transportation and related services are scheduled by SA-ALC/SFSP, Transportation Office according to the terms and conditions of the contract by issuance of an AF Form 586. The delivery order obligates the government not to exceed a specified dollar amount for the particular product and/or service from the contractor during a specified delivery time period.

4.17.6. The SA-ALC/SF organization responsible for procurement of product will maintain detailed records of procurement contracts, interservice support agreements (ISSAs), MIPRs, and MORDs by product and/or service indicating total funds availability, amount funded, amount scheduled, amount delivered/received, and remaining balance. Procurement records must be meticulously managed to ensure sufficient funding is available for mission support.

4.17.7. Delivery Schedules. It is the responsibility of SA-ALC/SFS personnel according to the terms of the contract to issue AF Forms 586 to maintain records and to assure monetary limitation of the delivery orders is not exceeded. Delivery schedules represent authority to ship product against obligated funds on a current active procurement contract. Copies of delivery schedules are kept by SA-ALC/SFS with the original going to the procurement contractor.

4.17.8. An amendment to a delivery schedule will be identified by following the basic number with the word Amendment (or the abbreviation Amd) and the number 1, 2, etc., to identify each amendment to a basic number. For example: Schedules issued against any contract would be numbered 1, 2, etc., in numerical sequence. Amendments to schedule 1 would be numbered 1 Amd 1, 1 Amd 2, etc. Telephone request(s) may be made in an emergency and shall be confirmed in writing, within twenty-four (24) hours. The delivery schedule shall contain as a minimum:

4.17.8.1. Contract line item number(s) being scheduled.

4.17.8.2. Quantity of each item being scheduled.

4.17.8.3. Unit price and total price of each item being scheduled.

4.17.8.4. Accounting and appropriation data.

4.17.8.5. Contract and order number.

4.17.8.6. Destination of each item.

4.17.8.7. Required delivery date(s).

4.17.8.8. Mark For:

4.17.8.8.1. On delivery schedules for shipment to a controlled storage point the "Mark for" will be "For Fuels Division Inventory/Storage" and the assigned stock record account number (SRAN), a specific individual or building where transporter is to report or make delivery.

4.17.8.8.2. On delivery schedules for product shipments from the supplier to the customer (direct sales), the "Mark For" will be the applicable CIC.

4.18. Missile Fuel Customer Requests/Funding for Product:

4.18.1. In order to obtain missile fuel product, all customers will submit funding documents to SA-ALC/SFRF, 1014 Billy Mitchell Blvd., STE 1, Bldg 1621, Kelly AFB TX, 78241-5603 for approval and acceptance. The funding document must contain the following items:

4.18.1.1. Customer MIPR number or Purchase Order number.

4.18.1.2. Name of product (liquid nitrogen, bulk helium, etc.).

4.18.1.3. National stock number (NSN) of product.

4.18.1.4. Period of performance.

4.18.1.5. Quantity required (extended to three decimal places).

4.18.1.6. Funding appropriation and certification.

4.18.1.7. Authorized dollars by product.

4.18.1.8. Total dollars.

4.18.1.9. Delivery period.

4.18.1.10. Billing address.

4.18.1.11. Points of contact (administrative, financial, and order/delivery). Name, telephone number and telefax number for each point of contact.

4.18.1.12. Specialized delivery instructions -- may include delivery times and days.

4.18.1.13. Delivery locations -- to include complete ship to address, street number, and/or building number.

4.18.1.14. Program supported.

4.18.2. The funding document required for DoD (Air Force, Air Force Reserve, Air National Guard, Army, Navy, and Marines) will be a DD Form 448.

4.18.2.1. NASA: Funding document or NASA Defense Purchase Request (NDPR) will be accepted for NASA.

4.18.2.2. Commercial Companies: All commercial companies must have a signed Fuels Purchase Agreement on file prior to submission of the funding document. Funding documents required from commercial companies will be a purchase order or a funding letter. In addition, the following criteria applies:

4.18.2.3. Commercial companies purchasing missile fuels as CFP in support of a government contract must identify the agency and contract number.

4.18.2.3.1. Commercial companies purchasing missile fuels in support of the Commercial Space Launch Program must identify the program.

4.18.2.3.2. Commercial companies purchasing missile fuels for other than Commercial Space Launch Program must identify the purpose (IR&D support, testing, etc.).

4.18.2.3.3. Colleges and Universities: Purchase orders must be submitted for a period of at least six months or advance payment required.

4.18.3. Amendments to the initial funding document must reference the CIC. Amendments to increase or decrease dollars must contain the name of the product, NSN, location, and dollars. Amendments will be required to extend period of performance, add additional products or additional locations.

4.18.4. All requests must be submitted a minimum of 40 days prior to the period of delivery. For overseas locations, requests must be submitted 70 days prior to the period of delivery to cover a six month requirement. **NOTE:** There are lead times for orders of missile fuels products. Customer must contact SA-ALC/SFSC for lead times and all initial orders. Requisitions may not be submitted through the MILSTRIP system. (Missile fuel inventory management is not on the MILSTRIP system.)

4.18.5. Emergency requests for product will be accepted by telefax with "hard copy" follow-up within 24 hours. Delivery is dependent on product availability.

4.18.6. Acceptance Process. SA-ALC/SFRF will review the funding documents as they are received and assign a CIC to each document. An acceptance of MIPR, DD Form 448-2, category I will be prepared and submitted to the customer. Copies will be provided to DAO-DE Kelly/FSRF-M and SA-ALC/SFSC.

4.18.7. The SA-ALC/SFS inventory manager will maintain detailed records of all customers by product, quantity, and dollars.

4.19. Inventory Levels. Inventory levels for each product under the missile fuels management category will be controlled by SA-ALC/SFSC. Operating levels, storage capacities, and requirements are the criteria utilized in

establishing maximum/ minimum inventories. Levels of physical inventory at controlled storage points and inventory on order from procurement will be developed and established by SA-ALC/SFS through the Missile Fuels Operating Program annual budget submission. Inventory levels are limited by dollars authorized in the Approved Operating Program. All inventory levels will be monitored by SA-ALC/SFS to ensure product is not ordered in violation of authorized limits developed based upon available funding.

4.20. Return/Movement of Empty/Residue or Partial/Full Containers:

4.20.1. Policy Procedures for Transportation Services for Missile Fuels Product.

4.20.1.1 SA-ALC/SFSP, Transportation Office will arrange for transportation on all government owned/government leased containers. The cost from the contractors fill plant to the receiving activity within the CONUS or the CONUS port for overseas locations is included in the standard price of the product. Government owned/government leased containers will not be moved without prior approval from SA-ALC/SFSP. Any movement of the container/product beyond the normal delivery area (receiving customer location) will be coordinated with SA-ALC/SFSP and all transportation costs will be borne by that customer.

4.20.1.2. SA-ALC/SFSP, Transportation Office will arrange for transportation on commercially owned containers at the request of the customer. The cost from the contractors fill plant to the receiving activity within the CONUS or the CONUS port for overseas locations is included in the standard price of the product. Any movement of the container/product beyond the normal delivery area (receiving customer location) will be borne by the customer. Customers may contact SA-ALC/SFSP for arrangements.

4.20.1.3. Commercial customers who own their containers may provide their own transportation to and from the fill point. SA-ALC/SFSP, Transportation Office will arrange transportation to and from the fill point at the request of the customer at an added charge.

4.20.1.4. When a customer requests assistance from SA-ALC/SF in transporting hazardous material, SA-ALC/SFSP will make necessary arrangement with carriers according to SA-ALC/SF shipment policy.

4.20.2. General.

4.20.2.1. It is the responsibility of each activity/ Base Fuels Management Office (BFMO) or the accountable property officer for the consuming and/or filling contractor's operating location to insure timely return of all containers. Missile fuels containers are primarily used for transportation and not storage. Various containers may be assessed a detention/lease/rental fee. If returning containers with product whether full or partial, contact SA-ALC/SFSC, item manager for disposition/return of the product. If returning only the empty/residue containers, contact SA-ALC/SFSP, Transportation Office for shipping/disposition instructions.

4.20.2.1.1. Each CONUS activity/BFMO where product is issued/received will contact their base Transportation Management Office (TMO) for shipment of all containers. Each activity returning cylinders to the TMO Office for shipment will include all serial numbers of the containers on the supporting documentation papers (i.e., DD Form 1149, Requisition and Invoice/Shipping Document, DD Form 1348-1A, Issue Release/Receipt Document, which will be used to return the containers to the appropriate fill plant. Shipments will be made on Government Bills of Lading (GBL) according to SA-ALC Form 160 (Air Force Propellants Chemicals and Gases Routing Instructions). SA-ALC Form 160 authorizes the movement of all empty, residue, full and/or partial containers within the CONUS. This form also provides the fund cite and all specific transportation instructions related to the particular product/container being shipped. All applicable forms will be furnished by SA-ALC/SFSP, Transportation Office in advance of anticipated shipping/ receiving dates. Copies of the GBL will be provided to the driver and one copy will be mailed to SA-ALC/SFSP, 1014 Billy Mitchell Blvd., STE 1, Kelly AFB, Texas

78241-5603.

4.20.2.1.2. A Report of Shipment or Receipt of Shipment will be made by all activities receiving/ shipping product/containers.

4.20.2.1.2.1. On the day of shipment/receipt each activity will provide a report/receipt of shipment within four (4) hours or within two (2) hours of the next day if contact cannot be made on the day of shipment, to SA-ALC/SFSP, Transportation Office. This may be accomplished by facsimile or telephone and will include the following information:

Report of Shipment	Receipt of Shipment
a. GBL #	a. GBL # (if applicable)
b. Carrier	b. Carrier
c. Ship Date	c. Transportation Control Number (TCN)
d. Estimated Time of Arrival (ETA)	d. Receipt Date

4.20.3. Detention Charges. Each CONUS activity is responsible for detention charges at their facilities for delay of carrier's equipment in excess of carrier's tariff/tender allowable free time, unless evidence can be furnished that delay was caused by the government or authorized agent thereof. SA-ALC Form H-14 (Transport Equipment Delay Certificate) will be completed to show time and date the carrier arrived and departed and any and all reason(s) for the delays to include dates and times. This form must be signed/validated by both the driver and the loading/unloading personnel. A copy of the SA-ALC Form H-14 will be sent to SA-ALC/SFSP, Transportation Office. A signed SA-ALC Form H-14 will be given to the driver for submission with his invoice for certification of payment.

4.20.4. Government Owned Containers:

4.20.4.1. Activities that ship/receive full, residue or empty government owned containers (trailers, rail tank cars, drums, cylinders) will report any/all discrepancies to the containers directly to SA-ALC/SFSP, Transportation Office immediately. The container is to remain at the location until instructions have been received from SA-ALC/SFSP, Transportation Office.

4.20.4.2. Each activity receiving product in government owned containers will check the GBL upon receipt for each serial number received and report directly to SA-ALC/SFSP, Transportation Office immediately if there is a discrepancy in actual container number received versus serial numbers annotated on each GBL.

4.20.4.3. The BFMO or designated Contract Administrative Office (CAO) or authorized individual as designated by SA-ALC/SF will be responsible for establishing procedures to assure proper accounting of the receipt, handling, storage, inventory, or shipment to prevent loss or damage of all containers. Loss or damage of containers will be reported directly to SA-ALC/SFSP, Transportation Office immediately upon discovery. Where investigation warrants or liability is suspected, the BFMO, CAO or accountable property officer will initiate a report of survey action. A copy of the investigation report or DD Form 200, Financial Liability Investigation of Property Loss, for containers will be forwarded to SA-ALC/SFSP and SA-ALC/SFRF. Customer will be monetarily responsible for Fuels Division owned missile fuels products and property associated (i.e., drums, cylinders, tanks, etc.) that are damaged and/or lost due to negligence of the Controlled Storage Points (CSP) and/or customer.

4.20.4.3.1. Each activity receiving product in Government owned/leased containers (cylinders, drums, trailers

and/or rail cars) which are held at their location will provide a monthly report to SA-ALC/SFSP by product and serial number.

4.20.4.4. Government-owned containers will be rotated between the users' and producers' plants. Any action to ship, move, sell or destroy any government owned containers used in missile fuels products managed by SA-ALC/SF will not take place without prior coordination/approval from SA-ALC/SFSP, Transportation Office.

4.20.4.5. Overseas activities will submit their request for the return of empty/residue government-owned containers to SA-ALC/SFSP, Transportation Office. Each activity's request for return instructions will include the number of cylinders to be returned, identified by NSN and serial numbers.

4.20.5. Contractor Owned Containers:

4.20.5.1. Certain propellants are being furnished in contractor-owned containers under deposit/ rental conditions. Activities receiving missile fuels in contractor-owned containers will establish controls necessary to insure return of containers to the contractor within the time period specified on the receiving document. When the receiving document does not specify the data for return, the receiving activity will request SA-ALC/SFSP provide the time period or date for return of the container. The administrative contracting officer or government plant representative will insure that controls are established to expedite the return of all containers.

4.20.5.2. Contractor owned containers are not intended for storage of missile fuel product. Action will be taken to insure utilization of the product at the earliest possible date and a plan of stock rotation.

4.20.5.2.1. Contractor-owned containers will be returned to the contractor they were obtained from and who is providing for rental charges for the containers on the rental lease agreement. All shipping documents will reflect the serial numbers of the containers being returned. A copy of the shipping document will be mailed to SA-ALC/SFSP, Transportation Office.

4.20.5.3. Contractor-owned containers may be returned on an exchange basis. Contractor delivers full containers and picks up empty containers at the same time when product resupply is required. Where product resupply is not required, contact the contractor owner of the containers or SA-ALC/ SFSP to arrange for the return of the contractor-owned containers.

4.20.5.4. Non Returnable or Non Reimbursable Contractor-Owned Containers. At AF bases where there are no container requirements disposition will be through the Defense Reutilization and Marketing Office (DRMO). At contractors' plants, disposition will be handled according to the Federal Acquisition Regulation (FAR).

4.21. Helium Tank Car and Tube Trailer Costs:

4.21.1. Tank cars and tube trailers are used to deliver bulk gaseous helium to the customer. Upon arrival they should be immediately off-loaded into available storage, however, should local storage be insufficient, the tank car and/or tube trailer may be used for temporary storage. Note that the use of tank cars or tube trailers as temporary storage is very costly. The using activity will not incur cost for temporary storage if equipment is returned within thirty (30) days or less. Should temporary storage exceed thirty (30) days, the using activity will be charged from the date of arrival of the tank cars and from date of the shipment from the fill plant on trailers. NOTE: Users returning tube trailers with product exceeding 50% of volume to avoid charges will be billed for transportation cost for the return of the trailer.

4.21.2. Tank Car and Tube Trailer Cost Computation:

4.21.2.1. Tank Car. Tank car charges begin once the car arrives at the CSP/Using Activity and ends when the Railroad Agent has been notified for pick-up. Secure the railroad agents signature on the Bureau of

Mines/helium activities billing and instructions for return of empty helium tank cars.

4.21.2.1.1. Empty tank cars must be returned with a minimum of 15 psi helium to prevent contamination during empty movement.

4.21.2.1.2. Using activities will be charged for the purging and evacuation of contaminated tank cars.

4.21.2.2. Tube Trailers. Tube trailer costs begin the day the trailer leaves the Helium Plant or suppliers fill point and ends on the date the trailer arrives back at the Helium Plant or suppliers fill point.

4.21.2.2.1. Empty tube trailers must be returned with a minimum of 50 psi helium to prevent contamination during movement.

4.21.2.2.2. Using activity will be charged for the purging and evacuation of contaminated tube trailers.

4.21.3. Rates for helium are published by the Bureau of Mines, Division of Helium Operations/ Suppliers in the Schedule of Prices and Charges, and are subject to change. Rate schedules will be provided by SA-ALC/SFS at the user's request.

4.21.4. Prudent management must be exercised at all levels; CSPs, program manager, users, etc., to assure tank car and tube trailer holding/temporary storage costs are held to a minimum. Surveillance and review of such costs will be conducted by SA-ALC/SFS. Excessive costs will be billed back to the responsible activity.

4.22. Security Assistance Program Requirements:

4.22.1. Foreign Military Sales (FMS) requirements are processed according to Volume 9 of this manual.

4.22.2. SA-ALC/SF is the single point manager (SPM) for propellants, oxidizers, pressurants, and related items under the missile fuels management category.

4.22.3. The security assistance case managers at Air Force Security Assistance Center (AFSAC) at Wright Patterson AFB OH, submit the FMS requirement through a call letter to the SA-ALC/ SFSC.

4.23. Priority of Logistic Support:

4.23.1. Liquid propellants are furnished from AF-owned facilities or commercial producers. Certain propellants have only single production source and the quantitative amount of such propellants is limited. Liquid propellants are used principally for AF weapons systems, such as, Atlas, Delta, Titan, etc.; NASA space projects, such as, Skylab, Space Shuttle, Centaur, etc.; and AF research and development projects.

4.23.2. All items identified as missile propellants and related items (Attachment 4D-1) are required in support of weapon systems, space programs, or research and development activities and are normally in AF Precedence Rating II and/or Force Activity Designator "I" (FAD I) -- Programs approved for top national priority by the President, as contained in Chapter III, HQ USAF Program Document, Bases, Units, Priorities (current publication classified). The master urgency list is used to resolve interdepartmental conflicts for production resources required to support current construction, production, and research and development projects and as a guide in expediting materiel and production equipment to support current procurement. Conflicts that cannot be resolved at the lowest possible operational levels by the participants or by position on the master urgency list will be referred to higher headquarters for handling according to established procedures.

4.23.3. Logistics support of paragraphs 4.23.1. and 4.23.2. will apply as follows:

4.23.3.1. Air Force Materiel Command (AFMC) -- The assigned precedence ratings are applicable to all echelons of management and will be used to facilitate the following actions for SA-ALC/SF:

4.23.3.1.1. Development of financial plans, budget estimates, and revisions thereto for weapon/support systems operations and maintenance support.

4.23.3.1.2. Stockage at CSPs.

4.23.3.1.3. Revision of AFMC buy programs, if necessitated, by limited procurement moneys or authorities.

4.23.3.1.4. Allocation of AFMC resources in support of workloads including manpower, facilities, equipment, supplies, and services.

4.23.3.1.5. Determining priority for essential travel and the allocation of travel funds.

4.23.3.2. AF commands other than AFMC -- Logistic support will be effected by SA-ALC under priorities stated in:

4.23.3.2.1. USAF Priority System (Section III of the current HQ USAF Program Bases, Units, and Priorities).

4.23.3.2.2. Part 1, Chapter 24, of this manual.

4.23.4. In the event of conflict within priorities, SA-ALC will resolve the conflict or refer to higher authority.

4.24. Unused.

4.25. Unused.

4.26. Unused.

4.27. Unused.

4.28. Unused.

4.29. Unused.

4.30. Unused.

SECTION 4C - RECEIPT

4.31. General:

4.31.1. This section provides uniform and effective procedures for receiving missile fuels, including detailed instructions for completion of receiving documents.

4.31.2. It is of the utmost importance that the receiver be familiar with the instructions applicable to the shipper so that missile fuel irregularities can be reported and corrected promptly. Any missile fuel product irregularity must be reported to SA-ALC/SFSC, 1014 Billy Mitchell Blvd., STE 1, Bldg 1621, Kelly AFB TX 78241-5603.

4.31.3. DD Forms 250, Material Inspection and Receiving Report, are used in the receipt of product of missile fuels from commercial contractor plants to receiving activities.

4.31.4. AF Forms 857, USAF Propellant Sale/ Transfer/Return Report, are used in sale/transfer/ return of government-owned product between controlled storage points, whether AF bases or contractor operated.

4.31.5. Department of the Interior Forms HA410, Report of Helium Shipment, are used in reporting shipments from the Bureau of Mines helium facilities to receiving activities.

4.31.6. In the case of multiple shipments on a single contract, contractors are authorized to consolidate on one DD Form 250, all inspections of the same item and specification, made to the same point during the same day.

4.32. Responsibilities:

4.32.1. The Base Fuels Management Office (BFMO) or his authorized representative will be responsible for the following receiving operations:

4.32.1.1. Any deviations from the delivery schedules will be reported to the inventory manager, SA-ALC/SFS, who in turn will notify the administrative contracting office.

4.32.1.2. Perform an inspection of all items received to ensure that identity, conditions, and status as reflected on the applicable receiving document are correct. Make appropriate changes on receiving documents to reflect any correction as determined by the government inspector.

4.32.1.2.1. When a shipment is received and a variance in quantity is noted, the following will be performed at time of receipt to record and report for resolution with the supplier through issuance of a corrected DD Form 250.

4.32.1.2.1.1. Annotate the quantity variance on the DD Form 250 and/or receiving document. Include the date of receipt, the printed name of the receiving personnel with duty phone, the printed name of the delivery personnel with duty phone and any necessary remarks.

4.32.1.2.1.2. Notify SA-ALC/SFSC by phone or fax.

4.32.1.2.1.3. Follow-up with a fax of the DD Form 250 noting the variance(s) and all supporting documentation that is available.

4.32.1.2.1.4. SA-ALC/SFSC will contact the supplier/fill plant for resolution and issuance of a "Corrected Copy" of the DD Form 250 and/or receiving document.

4.32.1.3. Ensure that receiving documents reflect the actual quantity received. All bulk items will be weighed/metered when delivered.

4.32.1.4. After inspection and checking have been accomplished, all items will be segregated by commodity class and forwarded to the storage area.

4.32.1.5. Receipts must be accompanied by applicable receiving documents (e.g., DD Form 250, HA-410).

4.32.1.6. When the product is received as a direct sale from the supplier, the receiving officer will ensure that the receiving document reflects the customer identification code (CIC) number and the customer's funding document, such as NASA Defense Purchase Request (NDPR) for NASA, Military Interdepartmental Purchase Request (MIPR) for DoD, Purchase Order for Department of Energy (DOE) and commercial activities.

4.32.1.7. The receiving documents will be distributed as follows:

4.32.1.7.1. From controlled storage points one copy will be attached to AF Form 859, Monthly Inventory Transaction Report (Missile Propellants), (MITR) and submitted to SA-ALC/SFSC.

4.32.1.7.2. From direct sales one copy will be submitted to DAO-DE KELLY/FSRF-M and SA-ALC/SFSC.

4.32.1.7.3. Additional copies as required by the receiving activity.

4.33. Discrepancies:

4.33.1. In Shipments. Transportation discrepancies in shipments sent through the Defense Transportation System (DTS) and shipments within the Continental United States moving by commercial carrier will be processed according to AFR 75-18, Reporting of Transportation Discrepancies in Shipments (RCS: MTMC-54(RI)). Activities receiving missile fuels direct must contact their Transportation Office for the required paperwork preparation of transportation discrepancies.

4.33.2. In Missile Fuel Product Receipts. Some losses are unavoidable in the delivery, handling, and storage of volatile products. Such losses can be controlled so that the loss expectancies for such products are not exceeded. Perceived trends such as patterns of volume losses may warrant further research and/or investigation. When there are discrepancies in receipts at controlled storage points (CSP) and the Fuels Management Officer cannot determine the cause of the variance, the CSP must contact SA-ALC/SFSC for assistance.

4.33.3. Government Property Lost, Damaged or Destroyed (GPLD) Survey Certificate:

4.33.3.1. When responsibility for the discrepancy is not evident, the GPLD Survey Certificate will be prepared according to AFMAN 23-220, Reports Of Survey for Air Force Property. A copy of the certificate on all missile fuel containers will be forwarded to SA-ALC/SFSP, Transportation Office, Kelly AFB TX 78241-5603.

4.33.3.2. Detailed instructions for completion of the GPLD Survey Certificate is in AFMAN 23-220.

4.33.4. Reporting of Items and Packaging Discrepancies:

4.33.4.1. To report shipping/packaging discrepancies to the responsible activity(s) and provide the basis for corrective actions to prevent recurrences prepare Standard Form (SF) 364, Report of Discrepancy (ROD). The SF 364 provides:

4.33.4.1.1. The basic document required to support adjustment to property and financial inventory accounting records.

4.33.4.1.2. Information to form as a basis for claims against contractors, notification to shippers and disposition instructions.

4.33.4.1.3. Visibility of preservation, packaging, marking, and unitized load discrepancies with required corrective actions or recommended improvements.

4.33.4.1.4. SF 364 will be prepared and distributed according to AFR 400-54, Reporting of Item Packaging Discrepancies. Additional instructions for submitting packaging RODs are contained in AFI 24-202, Preservation and Packing.

4.33.4.2. A copy of the formalized SF 364 will be mailed or faxed within 24 hours to SA-ALC/SFSP, Transportation Office, 1014 Billy Mitchell Blvd, STE 1, Kelly AFB TX 78241-5603.

4.34. Preparation of AF Form 855, Record of Receipts (of Missile Propellants):

4.34.1. AF Form 855 (form authorized for local reproduction, available from local Publishing Distribution Offices) will be prepared daily by the Fuels Management Officer (FMO) at each AF controlled storage point (Attachment 4C-1). This form will cover the receipts of each bulk and packaged item for a 24 hour period from 0800 hours to 0800 hours. Entries to be made are as follows:

Column	Title	Entry
A	Storage/Receiver- Container Ident	Identification of storage facility
B	Quantity Measurements: Unit	Unit of measurement
C (when applicable)	Quantity Measurements: Before Receipt	Measurement of receiving tank taken before unloading
D (when applicable)	Quantity Measurements: After Receipt	Measurement of receiving tank taken after unloading is completed
E	Quantity Received	Quantity actually received
F	Quantity Declared Shipped	Quantity shipped by consignor as shown on

		receiving document
G	Carrier	Name of carrier
H	Contract No. Shipment No.	Enter contract and/or shipment numbers
I	B/L or Manifest No.	Bill of lading or manifest number

4.35. Unused.

4.36. Unused.

4.37. Unused.

4.38. Unused.

4.39. Unused.

4.40. Unused.

4.41. Unused.

4.42. Unused.

4.43. Unused.

4.44. Unused.

SECTION 4D-- AUTHORIZED ISSUES AND STANDARD PRICES.

4.45. General:

4.45.1. The national stock numbers (NSNs) listed in Attachment 4D-1 have been assigned to the missile fuels management category. When appropriate, Attachment 4D-1 will be revised.

4.45.2. All sales of Fuels Division owned materiel (Attachment 4D-1) will be made on a reimbursable basis.

4.45.3. Sales of Fuels Division materiel are authorized to:

4.45.3.1. DoD Activities.

4.45.3.2. National Aeronautics and Space Administration (NASA).

4.45.3.3. Department of Energy (DOE).

4.45.3.4. Foreign Military Sales.

4.45.3.5. Other Federal Agencies.

4.45.3.6. Colleges and Universities.

4.45.3.7. Contractors performing research, development, test and evaluation for the U.S. Government.

4.45.3.8. Commercial Firms involved in the Commercial Space Launch Program.

4.46. Standard Prices:

4.46.1. The objective of Fuels Division standard pricing is to provide a uniform, equitable means of collecting funds from customers to recover the acquisition costs of the product, transportation expenses, operating losses in inventory, overhead recovery, and other authorized expenses of supply.

4.46.2. Each product financed under the Fuels Division will have a standard price which will be used both for

inventory accounting purposes and for effecting reimbursement for the sale or issue of the product. Inventory accounting includes inventory losses, gains and adjustments.

4.47. Computation of Standard Prices:

4.47.1. SA-ALC/SFRF will compute, establish, review, and publish standard prices on an annual basis.

4.47.1.1. This schedule does not preclude the review and revision of standard prices at more frequent intervals to avoid excessive overcharges or undercharges for product issued.

4.47.1.2. Standard prices for missile fuel products outlined in Attachment 4D-1 will be published in a Controlled Multiple Address Letter.

4.47.2. Computation procedures.

4.47.2.1. The standard price for missile fuel products will include the current product cost, transportation costs, overhead recovery, and projections based on current knowledge and past experience to compensate for product losses and authorized expenses relating to the items.

4.47.2.2. The current product cost will be determined by SA-ALC/SFRF, based on existing procurements or estimates of future procurement costs.

4.47.2.3. Transportation costs or cost factors will be determined by analysis of actual transportation costs and estimates of future costs during the previous year.

4.47.2.4. Service expenses will be estimated costs and projections of planned actions. Fixed costs known to be applicable for a future period will be used.

4.47.2.5. Loss factors or projections will be determined on the basis of actual losses experienced in previous years.

4.47.2.6. Overhead recovery will be determined on actual costs associated.

4.48. Determination of Prices to Charge:

4.48.1. Sales to all missile fuels customers will be at current standard price at the time of delivery. Any specialized services will be charged accordingly.

4.48.2. Sales under Foreign Military Sales will be reimbursed by HQ AFMC.

4.48.3. Sales to commercial activities are authorized.

4.49. Product Excesses and Returns:

4.49.1. Customers must contact SA-ALC/SFSC when they want to return missile fuels products to the Fuels Division. Copies of laboratory analysis must be provided to SA-ALC/SFSC to assure that product is within specification. Request for credit for returned product will be reviewed by SA-ALC/SFSC and SA-ALC/SFRF. SA-ALC/SFSC is responsible to review all requests for product returns and forward information to SA-ALC/SFRF for determination of whether credit will be provided to the customer. SA-ALC/SFSC will notify customer of action to be taken. Cost of transportation of excess/returned product is the responsibility of the activity initiating the return. SA-ALC/SFSP will arrange for transportation for all Fuels Division owned/leased containers. Upon request SA-ALC/SFSP will arrange for transportation for commercially owned containers. All costs associated with product movement will be deducted from the credit allowed. If product to be returned requires reprocessing, for example, to return to within specification, the cost of reprocessing will be deducted from the credit allowed. Customer will be responsible for any additional expenses incurred, i.e., laboratory

services, overhead costs. If the product is not required by the Fuels Division or if reprocessing costs or steps would be too costly, SA-ALC/SFS may direct the product offered be disposed of rather than returned for credit.

4.49.2. Full credit will be allowed for products not ordered, non-acceptable substitutes, off spec product, etc., if the responsibility for the error is determined not to be that of the customer.

4.49.3. Returned products which do not meet the criteria for credit in paragraph 4.49.1. and 4.49.2. may be accepted as a donation to the Fuels Division.

4.50. Reprocessing of Product:

4.50.1. Customers must contact SA-ALC/SFSC when they want to reprocess hydrazines that have been procured through our Directorate. Customers will be required to submit their requests in writing and submit a copy of the laboratory analysis to SA-ALC/SFSC to assure product is not contaminated. Requests for reprocessing of hydrazines will be reviewed by SA-ALC/SFSC. If reprocessing is feasible and acceptable by our contractor, the customer will be charged the standard price in effect at the time of request less the acquisition cost. Customer will be required to pay applicable transportation costs, overhead costs, and any other associated costs. All reprocessed hydrazines will be returned to the customer for use and no credit will be provided.

NOTE: High Purity Hydrazine can only be processed to monopropellant hydrazine (MPH). There is an approximate 6.9% loss of product in reprocessing procedures.

4.50.2. Customers must contact SA-ALC/SFSC when they want to reprocess N2O4 procured through our Directorate that is within specification. Customers will be required to submit their requests in writing and submit a copy of the laboratory analysis to SA-ALC/SFSC for review. If reprocessing is feasible and acceptable by our contractor, customer will be required to pay the contract line item cost plus applicable transportation costs, overhead costs, and any other associated costs. Reprocessed N2O4 will be returned to the customer for use and no credit will be provided.

4.51. Unused.

4.52. Unused.

4.53. Unused.

4.54. Unused.

SECTION 4E-- ISSUE/SALE AND TRANSFER PROCEDURES FOR CONTROLLED STORAGE POINTS.

4.55. Record of Bulk Storage Issues:

4.55.1. A record of all issues from bulk storage to missile fuels customers and returns to bulk storage will be recorded on AF Form 1233, Bulk Storage Summary. For the purpose of preparing this report, the section titled Reconciliation and Standard Ref Unit Inv will not be used. The term Grade of Fuel will be used to record the nomenclature of the missile fuel being reported. Additional instructions are as follows:

4.55.1.1. In recording issues to missile fuels unit vehicles, identify the product being issued and unit of issue, and the quantity issued.

4.55.1.2. In recording returns to bulk, identify the product being returned and the unit of issue, the missile fuels unit number involved, and the quantity returned to bulk. NOTE: Only authorized fueling and/or transfer vehicles are allowed at the Controlled Storage Point (CSP) to return or refill from bulk inventory. Under no circumstances will fueling or transfer operations to an end user, i.e., satellite, missile, launch vehicles, etc., be

permitted at the CSP.

4.56. Bulk Sales:

4.56.1. A sale is interpreted to mean issues which can be identified to an individual end-user; that is, a delivery of product to a run-tank which supports only one project will be a sale when the product leaves the bulk storage tank. If there is more than one project using a run tank, the sale would not occur until the product can be identified to a specific end-user project. If the test or launch schedule is changed and identification of the ultimate consumer is to be changed, the product will be returned (not physically) to the fuels management officer or accountable bulk storage attendant/issuing officer on an AF Form 857, USAF Propellant Sale/Transfer/Return Report. The AF Form 857 will be submitted to SA-ALC/SFSC and SA-ALC/ SFRF if adjustment/correction/credit return occurred beyond three months from original date of sale. The bulk storage attendant/issuing officer will credit the returning activity with the product returned in the amount initially issued which will cancel the sale (or issue). The bulk storage attendant/issuing officer will then prepare a new AF Form 857 issuing the product to the activity actually using the product. This will be the same quantity reflected on the original AF Form 857. Issues to another controlled storage point (contractor's facility or AF base) are transfers, not sales, and will be processed as prescribed for transfers (paragraph 4.57.). AF Form 857 will be used to document all sales. All AF Forms 857 issued during the month are separated by individual users and consolidated for the month. Total usage by individual customer is then transferred to AF Form 588, Missile Propellants Consolidation and Reporting of Sales, and submitted with AF Form 859, Monthly Inventory Transaction Report (Missile Propellants) (paragraph 4.84.2.).

4.56.2. AF Form 857 will be prepared in five (5) copies and reflect the following information:

Block	Title	Entry
1	Date	Enter date of sale.
2	Purchaser	Enter the appropriate government agency or commercial customer to whom the sale is being made; that is, USAF, Navy, National Aeronautics and Space Administration (NASA), etc., and the name of the specific user.
3	Document Number	Not applicable, may be used for internal control purposes.
4	Delivery Site	Enter the name of the specific point of physical delivery. General terms, such as Patrick AFB, should not be used. Rather, specific terms, such as Pad 36, Cape Canaveral AFS, will be used.
5	Sale/Return/Transfer	Check the appropriate block. NOTE: Bulk helium returns the CSP will receive a HA-411 from Bureau of Mines. AF Form 857 will be prepared to issue credit to approved customer.
6	Contract Number	Enter the customer identification code (CIC) number issued by SA-ALC/SFRF which will indicate the specific project to which the product will be billed or credited.
7	Project	Enter brief noun description of the specific space program or weapon system which will consume material; for example, Atlas, Titan, Delta, etc. Other entries may include any identification necessary for the CSP, such as NASA Defense Purchase Request (NDPR) number, military interdepartmental purchase request, purchase order number, job order number, contract number, etc.

8	Stock Number and Nomenclature	Enter the appropriate national stock number (NSN) and nomenclature for the item being sold or returned.
9	Unit of Issue	Enter the applicable unit of issue (Attachment 4D- 1).
10	Measurement Device Used	Check appropriate block.
11	Reading	Enter meter reading taken before delivery, if applicable.
12	Reading	Enter meter reading taken after delivery, if applicable.
13	Quantity Sold	Enter the quantity which is sold to the individual end user.
15	Quantity Returned	Enter the quantity returned from the individual end user.
16	Issuing Activity	Enter the name of the authorized issuing activity.
17	Signature of Issuing Officer	The authorized issuing officer will sign the slip attesting to the accuracy of entries in AF Form 857.
18		Enter date of sale/return.
19	Receiving Activity	Enter the name of the authorized receiving activity.
20	Signature of Authorized Receiving Agent	The authorized receiving agent will sign the form attesting to the accuracy of the quantity sold/returned. The agent may be a contractor or recipient government agency's employee, depending upon conditions at the specific location. However, the appropriate paying agency must ensure that this individual is authorized to sign for receipt of material which will later be billed to that agency.
21	Date	Enter date of sale/return.
	Remarks Block	Enter necessary information to explain unusual differences in measurements of material as shown in Blocks 11-13, and any other pertinent remarks.

4.56.3. AF Form 857 will be distributed as follows:

4.56.3.1. The original will be maintained by the issuing officer and signed by the receiving officer.

4.56.3.2. One copy will be maintained in suspense by the issuing officer pending return of the original signed copy.

4.56.3.3. One copy will be forwarded to the receiving officer.

4.56.3.4. The fourth and fifth copies may be used for internal control as required.

4.57. Bulk Transfers:

4.57.1. A transfer normally means movement of product between controlled storage points whether an AF contractor or an AF base or whether AF operated or AF owned, contractor operated. Any transfer of Fuels Division owned missile fuels products between CSPs must be coordinated and approved by SA-ALC/SFSC and SA-ALC/SFSP before the CSP can transfer any product. If product is to be transferred from one of our CSPs to another CSP, it will be handled as a transfer out from the initial CSP and transfer in to the receiving CSP.

4.57.2. In the case of bulk transfers, the bulk missile fuels storage attendant/issuing officer will:

4.57.2.1. Prepare AF Form 857 in original and five copies. For transfers, the AF Form 857 will be completed as

follows:

Block	Title	Entry
1	Date	Enter date of transaction.
2	Purchase	Not used.
3	Document Number	Not applicable, may be used for internal control purposes.
4	Delivery Site	Enter the location and accountability of the recipient.
5	Sale/Return/Transfer	Check "Transfer" block.
8	Stock Number and Nomenclature	Enter the appropriate NSN and nomenclature for item being transferred.
9	Unit of Issue	Enter the appropriate unit of issue (Attachment 4D-1).
14	Quantity Transferred	Enter the net quantity transferred to the controlled storage point indicated in block 4, AF Form 857.
16	Issuing Activity	Enter the name of the authorized issuing activity.
17	Signature of Issuing Officer	The authorized issuing officer of the controlled storage point will sign the AF Form 857 attesting to the accuracy of the entries.
18	Date	Enter date of transfer.
19	Receiving Activity	Enter the name of the authorized receiving activity.
20	Signature of Authorized Receiving Agent	The authorized receiving officer of the receiving controlled storage point will sign the slip indicating receipt of the product being transferred.
21		Enter date transfer was received.
	Remarks Block	Enter any information necessary to explain data reflected on the AF Form 857.
	NOTE: The remaining blocks need not be completed	

4.57.2.2. Record the transfer on AF Form 1233 and attach the original and two copies of the AF Form 857.

4.57.2.3. In column headed Unit Number on the AF Form 1233, place the name of the consignee.

4.57.2.4. The remaining three copies of AF Form 857 will accompany the shipment, together with the appropriate bills of lading, as applicable.

4.57.3. Conversion of Liquid to Gas. In some instances nitrogen and hydrogen are received in the liquid form and the liquid is converted by various means into the gaseous state for end use. Where the end project, program, or contract can be identified at the time of issue of the liquid, the issue will be consummated as a sale under the liquid stock number (paragraph 4.56.). However, where the gaseous product may be issued to various projects from the point of conversion, it will be necessary to show the issue of the liquid as a transfer and annotate the AF Form 857 showing that the product was converted to a gaseous state. The AF Form 857 should show the quantity of the liquid issued and the quantity of gaseous product which will be realized from the conversion. The total quantity realized from conversion, as indicated on the AF Form 857, will be shown as a receipt of the gaseous product. Inventory reporting, sales, and transfers of the gaseous product will be as prescribed for other transactions.

4.58. Packaged Sales. Sales of packaged propellants, oxidizers, pressurants, and related items prescribed by this chapter will be processed on AF Form 857, as prescribed in paragraph 4.56., except that documentation on bulk records will not apply.

4.59. Packaged Transfers. Transfers of packaged propellants, oxidizers, pressurants, and related items prescribed by this chapter will be processed on AF form 857, as prescribed in paragraph 4.57., except that documentation on bulk records will not apply.

4.60. Unused.

4.61. Unused.

4.62. Unused.

4.63. Unused.

4.64. Unused.

4.65. Unused.

4.66. Unused.

4.67. Unused.

4.68. Unused.

4.69. Unused.

4.70. Unused.

4.71. Unused.

4.72. Unused.

4.73. Unused.

4.74. Unused.

SECTION 4F-- PHYSICAL INVENTORY, RECORDS, AND REPORTS--CONTROLLED STORAGE POINTS.

4.75. General. A physical inventory of all propellants, cryogenics, chemicals, and gases (missile fuels) under the missile fuels management category is mandatory. The physical inventory of product in storage tanks, rail cars, trailers, and a physical count of drums, cylinders, dewars, and tube trailers, and any other type of storage vessels approved for storage of missile fuels will be conducted at 0800 on the first working day of each month. All controlled storage points (CSPs) must rotate any cylinder, drum, container inventory to ensure first in/first out of missile fuels products. An inspection of all inventory of missile fuels and storage vessels will be made daily, Monday through Friday, to ensure that all missile fuels and storage vessel(s) are secure, safe, and accounted for. An inspection must also be made if missile fuels and/or storage vessel(s) are used on Saturdays, Sundays, and holidays. All CSPs are required to maintain inventory by serial number for all Fuels Division owned/ leased containers. These procedures apply to all AF bases and contractor-operated controlled storage points. Wherever a specific form is required, a computerized form containing all the required data may be substituted. All responsibilities of the Base Fuels Management Office (BFMO) described in this section will apply to an authorized government representative as nominated and approved by SA-ALC/SFRF at a contractor-operated storage point.

4.76. Pipeline Inventory. Pipeline inventory is defined as inventory carried in the pipeline system of a location. The method of obtaining the inventory of a full line will be an accurate mathematical computation to be furnished by the base civil engineer. Product in a pipeline is part of the overall base inventory which belongs to the missile fuels management category and must be reported as AF inventory. When an operating pipeline exists, it will be included in the inventory record of AF Form 1235, Physical Inventory (Fuels/Missile Propellants), prescribed in paragraph 4.78.

4.77. Commingling/Borrowing of Inventory:

4.77.1. All fuels division missile fuels inventory maintained at controlled storage points, whether contractor-operated or AF base operated, is part of the missile fuels management category. Under no circumstances will contractor-owned or AF base supply products be commingled with fuels division product. Commingling constitutes the mixing of products in the same container and storing container products in the same location. That is, drummed or cylinder products purchased commercially and not through the fuels division cannot be stored in the CSP. Courtesy storage of propellants at a controlled storage point whether it is an AF base or contractor operated location is allowed, provided the product stored was purchased through the fuels division. Commingling distorts the financial management, inventory control, quality, and safety processes in the management of fuel. Commingling compromises proper fuels management and will not be permitted.

4.77.2. All inventory used at CSP must be to support customers authorized in the missile fuels management category. Missile fuels inventory may not be used to:

4.77.2.1. Allow commercial entities to borrow missile fuels products to support contractor's requirements.

4.77.2.2. Borrow commercial product to support authorized customer's requirements.

4.78. Physical Inventory:

4.78.1. The monthly physical inventory prescribed by paragraph 4.75. will be recorded on AF Form 1235. The AF Form 1235 will be used to document physical inventory for all missile fuels products at the CSP including inventory in cylinders, drums, containers, etc.

4.78.2. AF Form 1235 will be prepared in one copy as follows:

4.78.2.1. Product -- Enter nomenclature of product being inventoried.

4.78.2.2. Tank No./Serial No. -- Enter the tank number assigned or serial number of Fuels Division owned/leased containers.

4.78.2.3. Reading -- Opposite the applicable tank number, enter the gauge reading, if applicable, or reference to method used to measure inventory.

4.78.2.4. Quantity -- Enter the quantity. For containers, determine quantity of inventory by multiplying the standard capability of the container, or a lesser quantity if not filled to standard capacity. List each container by serial number. For tanks, enter quantity by unit of issue as identified in Attachment 4D-1.

4.78.2.5. Enter the signature of the person taking physical inventory in the space marked Prepared By and submit AF Form 1235 to the BFMO.

4.78.2.6. The Fuels Management Officer (FMO), or in his absence an authorized representative, will sign the AF Form 1235 as approving official.

4.79. Record of Receipts--Processing:

4.79.1. The bulk storage attendant and other receiving points for materiel prescribed in this chapter will prepare and forward to the BFMO, prior to 0900 daily, one copy of AF Form 855, Record of Receipts (of Missile Propellants), for each product received by the base during the 24 hour period ending at 0800. AF Form 855 will be supported by the following documents:

4.79.1.1. Three copies of DD Form 250, Material Inspection and Receiving Report, or other applicable document for each receipt.

4.79.1.2. When applicable, two copies of government bills of lading for each receipt.

4.79.1.3. When applicable, one or more copies of carrier's delivery ticket or other documentation.

4.79.2. Upon receipt of AF Form 855, each day, the BFMO will:

4.79.2.1. Check the quantities shipped as shown on supporting DD Form 250 to see that they have been correctly entered in the Quantity Declared Shipped column, AF Form 855.

4.79.2.2. Determine that quantity measurements, before and after receipts, are entered in columns C and D, AF Form 855, if applicable, and that the quantity entered in the Quantity Received column is correct, and that any variation between Quantity Declared Shipped and Quantity Received is not excessive.

4.79.2.3. Ascertain that the bill of lading and/or manifest numbers have been correctly entered.

4.79.2.4. Add the quantity columns and enter the totals on the AF Form 855.

4.79.2.5. Post the total of the Quantity Received column to appropriate AF Form 1237, Inventory (Fuels/Missile Propellants) in the column headed Receipts.

4.79.2.6. Forward all copies of bills of lading and carrier's delivery tickets to the base transportation officer.

4.79.3. After all DD Forms 250 or other applicable documents have been checked to the AF Form 855, action will be taken as follows:

4.79.3.1. Enter in the Quantity Received column on each DD Form 250, the quantity shown in the Quantity Shipped column for free on board (FOB) origin shipments, and the quantity actually received for FOB destination shipments.

4.79.3.2. The FMO will now sign all three copies of the DD Form 250.

4.79.3.3. Attach one copy of each receipt document to the AF Form 855 and file in chronological order and alphabetically by item noun.

4.79.3.4. Retain the remaining copy of each receipt document for processing to SA-ALC/SFSC with Monthly Inventory Transactions Report.

4.79.4. When only one copy of DD Form 250 or other appropriate document accompanies a shipment, it will be necessary to establish a suspense file by setting aside the particular day's AF Form 855, pending receipt of the required number of copies of the DD Form 250 in the mail. Upon receipt, DD Form 250 will be checked against the entries previously made on AF Form 855. If the quantity shipped and the quantity reported on the documentation received with the shipment is not in agreement with the quantity reported on the DD Form 250 subsequently received, the FMO will determine the cause of the variance and will enter the correct quantity on the AF Form 855. One copy of the shipping document will then be attached to the AF Form 855, and one copy of the shipping document will be processed to SFSC with Monthly Inventory Transactions Reports.

4.79.5. When DD Form 250 or other appropriate documentation received in the mail consolidates more than one

receipt, it will list the shipments that are consolidated, and the entries on AF Form 855 must be checked individually and in total. One copy will then be attached to the AF Form 855 along with the original documents received. The remaining copy will be recited by the FMO for the quantity declared shipped and processed.

4.79.6. When a base receives corrected copies of receipt documents because of an error in the quantity shipped, and the originals have already been processed, such documents will then be processed as follows:

4.79.6.1. Assure that all copies of the corrected documents are clearly marked Corrected Copy. If the documents are not marked Corrected Copy, please annotate this information on the document.

4.79.6.2. The corrected quantity shipped and the original quantity shipped shown on the DD Form 250 should be annotated with the differences between the two. If the quantity difference is not annotated on the corrected DD Form 250, information should be annotated with the difference marked Increase or Decrease, whichever is appropriate.

4.79.6.3. Enter the difference in the AF Form 855 under the column headed Quantity Declared Shipped for the day on which the corrected DD Form 250 was received. If the difference is a decrease, it should be circled on the AF Form 855 to be sure that it will be subtracted when the totals are computed. No entry will be made in the column headed Quantity Received.

4.79.6.4. Attach the corrected DD Form 250 to the AF Form 855 on which the adjustment is made.

4.79.6.5. Process a corrected copy of the DD Form 250 to SA-ALC/SFSC along with the **Monthly Inventory Transactions Report**.

4.80. Propellant Unit Record. AF Form 856, Propellant Unit Record (Missile Propellants), is a form devised to provide a daily record of operation for each propellant unit, and to document the number of sales handled by the unit. This record will permit compilation of data relative to the efficiency and effectiveness of each unit and provide early detection of abnormal losses for immediate corrective action. The form will be completed daily by the bulk storage attendant from data obtained from the AF Form 1233, Bulk Storage Summary, and from AF Form 857, USAF Propellant Sale/Transfer/Return Report, applicable to each propellant unit (paragraph 4.81.).

4.81. Record of Bulk Storage Unit Issues--Processing:

4.81.1. Each day the BFMO will receive from the bulk storage attendant one copy of AF Form 1233, one copy of AF Form 856, and all copies of AF Form 857 attached. Action to be taken upon receipt will be:

4.81.1.1. Determine that all entries on AF Form 1233 are supported by documentation, except in the case of issues to and returns from propellant units.

4.81.1.2. Complete AF Form 856 as follows:

4.81.1.2.1. Total all issues from bulk to the applicable propellants units and enter in the block titled Issues from Bulk.

4.81.1.2.2. Total the attached USAF propellant sale/transfer/return reports and make the appropriate entries in the spaces Total Sales and Total Returns (Defuels).

4.81.1.2.3. If the quantity of total sales is greater than the quantity shown in the Issues from Bulk space, enter the difference in the Gain space. If the reverse is true, enter the difference in the Loss space. Any gain or loss which is substantially larger than that which is normally to be expected is an indication that an error may have been made and immediate action should be taken to locate and correct any such error.

4.81.1.3. Process AF Form 1233 as follows:

4.81.1.3.1. Enter the total issued to propellant units (excluding determinable losses) (paragraph 4.35.) in the Total Issues space.

4.81.1.3.2. When meters are used, deduct the beginning meter readings from the ending meter readings and enter the difference in the Total space.

4.81.1.3.3. Add the sum of each meter and enter the total in the Total All Meters space.

4.81.1.3.4. Determine the difference, if any, between the Total Issues and Total All Meters and enter same in the Gain/Loss block. If total issues exceed the meter total, line out the word loss. If the meter total exceeds total issues, line out the word gain. The difference determined by this computation should be nominal, unless the meters have been misread or require recalibration, or if supporting documents are in error or incomplete. When there is a substantial difference, an immediate investigation will be conducted to determine the cause and corrective action that will be taken.

4.81.1.3.5. One copy of each document covering determinable losses will be stapled to the AF Form 1233, which will be filed in order by date. A second copy of the documents covering determinable losses will be sent to SA-ALC/SFS. All other supporting documents, except the AF Form 857 for transfers to other controlled storage points will be used for consolidation and reporting of sales (paragraph 4.84.).

4.82. Processing of Inventory Records:

4.82.1. The BFMO will accomplish the following:

4.82.1.1. When the AF Form 1235 is received, process as follows:

4.82.1.1.1. Verify appropriate quantities in the pipelines, if applicable.

4.82.1.1.2. Enter totals of all quantity columns.

4.82.1.1.3. Enter these totals in the appropriate totals spaces on AF Form 1237 for the previous month's records.

4.82.1.1.4. The FMO, or an authorized representative, will sign the AF Form 1235 as approving official.

4.82.1.2. An AF Form 1237 will be initiated at the beginning of each month for each product being reported. AF Form 1237 will be prepared in an original only and will be retained by the BFMO. For the purpose of this report, the entry Grade of Fuel will be used to record the nomenclature of the missile fuel being reported. The first entry will be the physical inventory at the beginning of the month and will be the amount shown in column M, AF Form 1237, for the end of the prior month. A line is provided for each calendar day of the month on which will be posted the total transactions occurring during the 24-hour period ending 0800 hours on the following day. Daily columnar entries will be made as follows:

4.82.1.2.1. Column D, Intransit Gain (Loss)--Post the gain determined by subtracting column C from column B. If column C is greater than column B, subtract column B from column C and post the difference in parentheses.

4.82.1.2.2. Column G, Net Issues--Post the total of each day's sales obtained by totaling the sales recorded on line 13, AF Form 857.

4.82.1.2.3. Column J, Transfers--Post the total of each day's transfers to other CSPs obtained by totaling the transfers recorded on the AF Forms 857.

4.82.1.2.4. Column K, Determinable Losses--Enter determinable losses as evidenced by DD Form 200, Financial Liability Investigation of Property Loss, and turn in documents to Defense Reutilization and Marketing Office

(DRMO) and SA-ALC/SFS. A source for bulk losses is the AF Form 1233. Losses will be entered in this column in parentheses so that they will be deducted.

4.82.1.3. At the end of each month add columns D, G, J, and K and enter the totals. Book inventory will be computed by adding or subtracting columns G, J, and K to the beginning physical inventory. The physical inventory as recorded on AF Form 1235 at 0800 hours of the first day of the subsequent month. Temperature and handling gain (loss) will be determined by subtracting column L from column M. If column L is greater than column M, subtract column M from column L and post the loss in parentheses. NOTE: The FMO may opt not to use the AF Form 1237, providing the propellant item is not stored in bulk and 10 or less transactions occur per product monthly.

4.83. Variances:

4.83.1. It must be recognized by all who deal with propellants, oxidizers, pressurants, and related items that the nature of some of the products is such that loss of inventory will normally result through handling and boil-off. This inherent characteristic of the materiel has been recognized throughout these instructions by means of entries to be made on the various forms segregating handling and static losses from those which are of a determinable nature.

4.83.2. As a matter of policy, no standard for acceptable variances has been established in these instructions with regard to the amount of loss which is to be considered excessive. These losses or gains will vary from base to base, depending on handling, consumption, and type and condition of installed facilities and equipment. Therefore, a form for variances must be established by each FMO for his particular operation. The determination of these variances must be largely a matter of examining and analyzing past experience data which normally will provide a reliable index of the variations which may be expected. For example: If an FMO determines that a loss for an individual unit or tank during a specified period of time should not exceed an average determined through at least one year's past experience, then that figure may be used for internal control for the particular unit or tank, and any loss in excess of that amount will be rechecked to determine if an error has been made or if some special circumstances exist to cause the variations. Variance standards will be similarly established for bulk storage and other operations on the base.

4.83.3. SA-ALC/SFS and SA-ALC/SFR will monitor all losses to ensure they are within appropriate limits. If the determination is made that losses are excessive, SA-ALC/SFS and SA-ALC/SFR will seek compensation.

4.83.4. Product losses at contractors' plants where government-furnished product is utilized must be adequately controlled to insure minimal losses. SA-ALC/SFS and SA-ALC/SFR are responsible for determining the adequacy of identification, reporting procedures, and efficiency of operating procedures. SA-ALC/SFS/SFR may direct the contractor to take corrective actions, such as installation of meters and measuring devices, or operational changes deemed necessary to properly identify and control the loss of government product. Compliance with corrective actions will be accomplished by one of the following methods in the sequence as listed:

4.83.4.1. By the contractor.

4.83.4.2. By requesting approval and funding through the agency or activity under whose contract the usage will occur.

4.83.4.3. By requesting funds through the Fuels Division.

4.84. Controlled Storage Point Reporting Procedures:

4.84.1. An AF Form 859, Monthly Inventory Transaction Report (Missile Propellants), (referred to as MITR)

detailing transactions for each applicable item is required according to Reports Control Symbol (RCS) report RCS: MTC-SA(M)7149. MITR will be prepared in triplicate by the controlled storage point as of 0800 on the first day through the close of business on the last day of the previous month. The original copy will be submitted to SA-ALC/SFSC, 1014 Billy Mitchell Blvd., STE 1, Bldg 1621, Kelly AFB, TX 78241-5603 to be received no later than the 10th calendar day of the month. Overnight delivery mail should be utilized, if necessary, to ensure delivery by due date. The second copy will be submitted to SA-ALC/SFRF, 1014 Billy Mitchell Blvd., STE 1, Bldg 1621, Kelly AFB TX 78241-5603. The third copy will be retained as the official file copy by the preparing activity. Additional copies may be prepared as necessary for internal use; however, no other copies are authorized to be mailed to any other activity. Data is proprietary and is not releasable to other than the activities noted without the express written consent of SA-ALC/SFRF. Report must be submitted on AF Form 859 or computerized form in identical format. All non-CONUS bases will prepare the report in quadruplicate with the fourth copy mailed to their respective command fuels office. An AF Form 859 is required even if there was no activity or a zero inventory status exist. NOTE: If issues were made for that month, the sale(s) must be reported on AF Form 588, Missile Propellants Consolidation and Reporting of Sales, and attached to the AF Form 859. The MITR/AF Form 859, RCS: MTC-SA(M) 7149, will be prepared as follows:

4.84.1.1. The reporting activity, date, period of report, RCS number, stock record account number (not applicable to contractors), contract number (producing contractors only), name and telephone number (DSN for Air Force; commercial for all others) of person preparing report will be entered in the appropriate blocks on the upper portion of the form.

4.84.1.2. Enter the national stock number (NSN), nomenclature, and unit of issue for each item according to Attachment 4D-1.

4.84.1.3. Line 1 - Beginning Inventory. This line will represent the total inventory on hand as of 0800 hours on the first day of the reporting period. After the initial entry has been made, the quantity by line item shown on line 8 of previous month's report will be used as opening inventory for subsequent month's report. A physical inventory must be conducted on the first working day of the month according to procedures outlined in paragraph 4.78.

4.84.1.4. Line 2, Receipts from Procurement. From AF Form 1237, obtain the total receipts for the item being reported and enter quantity. One copy of each DD Form 250 will be attached to the original copy of AF Form 859 (MITR) to record the receipt of product. For helium receipts, one copy of HA-410, Report of Helium Shipment, will be attached to original copy of MITR. For helium credit receipts, one copy of HA-411, Report of Empty Helium Containers Received, will be attached to original copy of MITR. The HA-411 identifies the quantity returned and credited. Total quantities on DD Forms 250 and HA-410 forms minus HA-411 forms will equal to line 2.

4.84.1.5. Line 3, Transfers In. Record transfers from AF Form 1237 on AF Form 857. All transfers must be reported to SA-ALC/SFSC on AF Form 857. All transfers must be approved according to paragraph 4.57. and 4.59.

4.84.1.6. Line 4, Other Gains. A documented explanation must be provided to SA-ALC/SFSC and SA-ALC/SFRF along with the AF Form 859 (MITR) for gains.

4.84.1.7. Line 5, Sales. Sales equal the total quantity of product sold minus approved returns during the reporting period to authorized customers. Quantity listed here must be supported by documents as itemized on AF Form 588. Sales will be reported on AF Form 588, according to report RCS: MTC-SA(M)7151. Bulk Helium credits identified on AF Forms 857 must be identified on AF Forms 588 with appropriate Customer

Identification Code (CIC) number and original date of sale.

4.84.1.8. Line 6, Transfers Out. Record transfers from AF Form 1237 on AF Form 857. All transfers must be reported to SA-ALC/SFSC on AF Form 857. All transfers must be approved according to paragraph 4.57. and 4.59.

4.84.1.9. Line 7, Other Losses. Record the losses by category on line a, b, or c. Losses under category c require documented explanation to SA-ALC/ SFSC and SA-ALC/SFRF to be provided along with AF Form 859 (MITR). Losses for all cryogenics (liquid nitrogen, liquid oxygen, gaseous nitrogen, liquid hydrogen, gaseous hydrogen) at Controlled Storage Points (CSP) will be prorated to the consuming customer(s) for that month.

Example:

Losses for one month were 21 tons. Customer A used 50 tons, customer B used 80 tons, customer C used 10 tons. Total usage was 140 tons. The losses are divided by the total usage to obtain a percentage (21 tons divided by 140 tons = 15%). A factor of 15% is then applied to the usage for each customer.

Customer A - 50 Tons X 15% = 7.5 Tons
Customer B - 80 Tons X 15% = 12.0 Tons
Customer C - 10 Tons X 15% = 1.5 Tons
TOTAL 21.0 Tons

Customer A is charged for 57.5 Tons (50 Tons + 7.5 Tons)
Customer B is charged for 92.0 Tons (80 Tons + 12.0 Tons)
Customer C is charged for 11.5 Tons (10 Tons + 1.5 Tons)
TOTAL 161.0 Tons

NOTE: Where possible, a static inventory required for maintenance of the tanks is encouraged. The CSP is no longer authorized to report losses in cryogenics.

4.84.1.10. Line 8, Ending Inventory. Enter the actual quantity as determined by physical inventory at 0800 hours on the "as of" date of the report and as recorded on AF Form 1237, column M (substantiated by AF Form 1235). Line 8 must be equal to the sum of lines 1 through 4 minus lines 5 through 7 (a, b, c). Ending inventory becomes beginning inventory on the next report.

4.84.2. AF Form 588 will be prepared to document, consolidate, and report sales on a monthly basis according to RCS: MTC-SA(M)7151 report. A separate AF Form 588 will be prepared for each CIC and will list individual NSNs. AF Form 588 will be prepared in five copies. Original and one copy of AF Form 588 will be attached to the MITR submitted to SA-ALC/SFSC. The third copy will be attached to the MITR submitted to SA-ALC/ SFRF. The fourth copy of the AF Form 588 only will be forwarded to the applicable customer. The last copy will be maintained as an official file copy by the preparing activity. Issues can be made only to authorized customers as identified on Authorized Customer List provided by SA-ALC/SFRF. Authorized Customer List provides current CIC, superseded CIC, customer address, program, funding document number, nomenclature, quantity, customer billing address and expiration date of CIC. Authorized Customer List will be updated by SA-ALC/SFRF as required. Verification of authorized customers may be obtained by contacting SA-ALC/SFRF. The CSP is responsible for ensuring only authorized customers, as identified by SA-ALC/SFRF with CIC numbers, are issued product. All CSPs will be held responsible for reimbursement to the Fuels Division for any issue of Fuels Division owned Missile Fuels products to unauthorized customers. CSPs will be billed for unauthorized issues.

4.84.3. If there are adjustments/corrections to be made to sales, a CSP has three months in which to submit the adjustments/corrections (AF Forms 588) after the original submission of the sale. AF Forms 588 from any CSP which are older than three months will no longer be accepted without prior approval from SA-ALC/SFSC. Any corrected/ adjusted AF Forms 588 that are accepted by SA-ALC/SFSC and SA-ALC/SFRF must be accompanied by a copy of the original AF Form 588.

4.84.4. All CSPs must contact SA-ALC/SFSC when a customer wants to return missile fuels products to our Fuels Division inventory. Requests for credits for returned product will be reviewed by SA-ALC/SFSC and SA-ALC/SFRF. SA-ALC/ SFSC will advise the CSP and customer if the Fuels Division will accept the returned product to our inventory. SA-ALC/SFRF will advise the customer whether credit will be provided for the returned product. If the credit is approved, the CSP will prepare the AF Form 588 to reflect the quantity being returned, the appropriate CIC to apply the credit, and original date of sale. In addition, a copy of the original AF Form 588 must be attached to the corrected AF Form 588. NOTE: Returns from CSP locations for the following item will be accepted without prior approval from SA-ALC/SFSC: 9135-00-890-2011/Any CSP location. Bulk Helium credits for heels in trailers will be accepted without prior approval from SA-ALC/ SFSC.

4.84.5. AF Form 588 will be completed as follows:

4.84.5.1. Block 1 -- Shipped From: Enter complete address of CSP.

4.84.5.2. Block 2 -- Shipped To: Enter name of authorized user (customer) as identified by SA-ALC/SFRF on acceptance document.

4.84.5.3. Block 3 -- Period of Report: Enter the first day through the last calendar day of the month.

4.84.5.4. Block 4 -- Control Number: Enter the control number with two digits to indicate the current fiscal year followed by the number of the report month of the fiscal year. Fiscal year begins in October, e.g., for January 1992 the control number would be 92-4.

4.84.5.5. Block 5 -- Usage: Enter the CIC number issued by SA-ALC/SFRF to the customer and the applicable customer's identification number (purchase order number, military interdepartmental purchase request (MIPR), NASA defense purchase request (NDPR), etc.) Enter identification of program, classified if applicable. Only customers with a CIC number from SA-ALC/SFRF are authorized to obtain product from a CSP.

4.84.5.6. Column A -- NSN and Nomenclature: Enter complete NSN and nomenclature as identified in Attachment 4D-1.

4.84.5.7. Column B -- Unit of Issue: Enter unit of issue as identified in Attachment 4D-1.

4.84.5.8. Column C -- Quantity Shipped: Enter total quantity of sales obtained by totaling block 13, AF Form 857, for the appropriate user (customer) by CIC number and project. Quantity will be extended to three decimal points.

4.84.5.9. Column D -- Quantity Returned: Enter total quantity of returns obtained by totaling block 15, AF Form 857, for the appropriate user (customer) by CIC number and project. Quantity will be extended to three decimal points. Documented explanation and date of initial sale is required on AF Form 588 on all returns. In addition, a copy of the original AF Form 588 for original sale must be attached.

4.84.5.10. Column E -- Remarks: Enter remarks, as applicable. Issues of missile fuels products in Fuels Division owned/leased containers will be identified by serial number of container in the remarks block.

4.84.5.11. Certification: Enter typed name and title of government official or authorized representative accountable for Fuels Division owned inventory.

4.84.5.12. Total quantities of AF Forms 588 must equal line 5, Sales, on AF Form 859.

4.85. Unused.

4.86. Unused.

4.87. Unused.

4.88. Unused.

4.89. Unused.

4.90. Unused.

4.91. Unused.

4.92. Unused.

4.93. Unused.

4.94. Unused.

4.95. Unused.

SECTION 4G-- REPORTING AND DISPOSITION OF OFF-SPECIFICATION PROPELLANTS.

4.96. General:

4.96.1. This section of AFMAN 23-110 pertains to Fuels Division owned Missile Fuels inventory. Product covered by this section is any missile fuel product which for any reason becomes off-specification to the extent that it is no longer suitable for use as originally intended. Product off-specification or contaminated must be reported, handled, and disposed of in a manner precluding harm to personnel or the environment.

4.96.2. Missile fuel items are of a hazardous character and must be properly handled, therefore, every instance of off-specification product must be investigated to determine the cause of contamination. Such actions are essential to assure correction of deficiencies and to prevent recurrence. A copy of the investigative report and, when prepared, DD Form 200, Financial Liability Investigation of Property Loss, will be submitted to SA-ALC/SFSC.

4.97. Reporting:

4.97.1. Missile fuel product determined to be off-specification (unsuitable for purpose for which supplied) will be reported to SA-ALC/SFSC.

4.97.2. The letter report, "Propellant Items Off-Specification," (RCS: MTC-SA(AR)7152) will include the following:

4.97.2.1. National stock number, nomenclature, and specification of product.

4.97.2.2. Quantity which is unusable.

4.97.2.3. A copy of the lab analysis.

4.97.2.4. Data as to type and serial number of storage (bulk or packaged) in which the product is located and the condition of the containers.

4.97.2.5. Information as to the effect on supported programs because of the unusable product on hand; for example, is there sufficient storage remaining until product can be disposed of or reprocessed?

4.97.2.6. Information on circumstances and cause of off-specification.

4.97.2.7. Other, as applicable.

4.98. Storing Unusable Product:

4.98.1. Bulk product will be retained in the tanks being utilized when determined unusable until disposition instructions are received from SA-ALC/ SF. Exception to this may be made when a locally owned transport vehicle is available, or where special tanks are established and available for off-specification product.

4.98.2. Packaged product will be segregated from serviceable product and will be retained pending receipt of disposition instructions from SA-ALC/ SF.

4.98.3. All storage containing off-specification product will be conspicuously marked at least 24 inches square using a bright yellow paint with letters at least 2 inches high, Off-Specification Product.

4.99. Disposition:

4.99.1. SA-ALC/SFSC, in coordination with SA-ALC/SFT, will act on all reports of off-specification product. Method of disposition will be determined based on quantity of product, degree of off-specifications, chemical characteristics, personnel and environmental hazards, as well as other considerations.

4.99.2. Instructions for disposition will be issued by SA-ALC/SFS. Reporting activity may be directed to:

4.99.2.1. Dispose through a Defense Reutilization and Marketing Office (DRMO).

4.99.2.2. Commingle with on-specification product where off-specification quantity is insufficient to reduce product below acceptable standard.

4.99.2.3. Transfer to another controlled storage point or contractor for rebinding or reprocessing.

4.99.2.4. Contract with local firm that has been approved for disposal of hazardous chemicals.

4.99.2.5. Such other methods as determined applicable.

4.100. Funding for Disposition:

4.100.1. Disposition of off-specification for Fuels Division owned missile fuel is a proper charge to the Fuels Division, except where investigation indicates that gross negligence, willful misconduct, or deliberate unauthorized use caused the condition.

4.100.2. Product sold/issued to program is not funded by the Fuels Division.

4.101. Accounting for Fuels Division Off-Specification Product:

4.101.1. Off-specification product reported to SA-ALC/SFS and awaiting disposition will continue to be reported on the monthly inventory transaction reports submitted according to paragraph 4.84. The quantity that has been reported as off-specification will be identified by an explanatory note.

4.101.2. Type of disposition will determine reporting actions taken upon actual movement of product.

4.101.2.1. Transfer to another controlled storage point--Report as a transfer out using an AF Form 857, USAF Propellant Sale/Transfer/Return Report, as prescribed by paragraph 4.57. and 4.59.

4.101.2.2. Movement to DRMO or contractor location--Quantity will be reported as a loss with appropriate explanatory note. Movement/shipping will be directed by SA-ALC/SFSP, Transportation Office. A copy of the shipment documentation must accompany the month-end inventory report and a copy must be forwarded to SA-

ALC/SFSP, Transportation Office.

4.102. Unused.

4.103. Unused.

4.104. Unused.

SECTION 4H-- INVENTORY AND CAPITAL CONTROL.

4.105. General:

4.105.1. The inventory and capital control system prescribed herein permits operation of the missile fuels management category, Fuels Division, by using an approved operating program rather than apportionment and obligation authority limitations. The prime objective is to permit more flexibility for the manager by controlling operations through inventory and capital objectives and eliminating apportionment control.

4.105.2. The Missile Fuels Operating Program (MFOP) is prepared by SA-ALC/SFRF for budget submission. Management and control is therefore accomplished through the establishment of inventory levels as authorized in the approved AF total fuels division operating program. Guidance on inventory levels is provided in paragraph 4.19.

4.105.3. This system provides and directs control by establishing objectives on sales, inventory, on order for services and product and obligations, materiel on order.

4.106. Management of Operations. Management surveillance of missile fuels requires constant efforts by SA-ALC/SFR and SA-ALC/SFS to insure effective operational performance in order to achieve the desired program results and to satisfy the demands of authorized customers. SA-ALC/SFR and SA-ALC/SFS must, at all times, be cognizant of inventory levels in relation to current and programmed operations to insure the attainment of goals. Levels are designed to reflect, and be in agreement with, the programmed operations and requirements of the missile fuels management category. SA-ALC/SFR and SA-ALC/SFS must be responsive to changes in programs, requirements, and other factors which require changes to objectives. Prompt action to request revisions to approved levels within forecasted capabilities is essential to insure efficient operation. Requisitioning procedures, stock balances, adequacy of forecasts and competency of personnel all must be observed constantly for their effects on the operation and accomplishment of efficient management.

4.107. Composition of Missile Fuels Management Category Operating Programs/Budgets by SA-ALC/SFR and SA-ALC/SFS:

4.107.1. Budgetary operating programs will be prepared by SA-ALC/SFR as specified in the SAF/FM budget call. The MFOP will be prepared to reflect the prior year actual data, current year estimated actual and the following two years projected monthly data or as otherwise identified in the budget call. The MFOP is prepared annually for submission in August. Additional MFOPs may be required due to changes/restrictions in Fuels Division obligation authority or as requested by SAF/FM.

4.107.2. Narrative analysis and justification will be prepared to explain variances in the operating programs as requested in the SAF/FM budget call.

4.108. Preparation of Missile Fuels Operating Program. The MFOP by individual product will be prepared by SA-ALC/SFS according to procedures established by SA-ALC/SFR according to SAF/FM guidance. The MFOP will be prepared to reflect the prior year, current year, and the following two years projected monthly data. However, additional MFOPs may be required due to changes/ restrictions in Fuels Division obligation authority or as requested by SAF/FM.

4.109. Preparation of Missile Fuels Analysis of Operating and Program Progress: SA-ALC/ SFSC will prepare a monthly analysis of program execution for variances from the approved levels by more/less than 5 percent by individual product codes. SA-ALC/SFRF will prepare a comprehensive analysis of the variances for management review and for inclusion in the Fuels Division monthly briefing to SAF/FM.

4.110. Establishment of Approved Objectives. The Fuels Division approved operating program/operating budget with objectives will be provided by SAF/FM. SA-ALC/SFRF will provide the approved operating program and objectives for missile fuels for each product code to SA-ALC/ SFS. SA-ALC/SFRF will take continuing actions to maintain the approved objectives for aggregate inventory and obligations.

4.111. Missile Fuels Operating Program Revisions. Revisions to the MFOP out of budget cycle will be required as directed by SAF/FM. Other revisions will be requested by SA-ALC/SFRF when known changes or fluctuations in the individual programs occur.

4.112. Unused.

4.113. Unused.

4.114. Unused.

4.115. Unused.

4.116. Unused.

SECTION 4I-- MANAGEMENT PROCEDURES FOR RECONNAISSANCE AIRCRAFT SPECIAL FUEL (JPTS/JP-7).

4.117. General. This section establishes responsibilities, policies, and procedures to be used in forecasting requirements, ordering, transporting, receiving, storing, issuing, and accounting for thermally stable jet fuel (JPTS), national stock number (NSN) 9130-00-551-2264, and JP-7, NSN 9130-00-180-6385. JPTS and JP-7 will be referred to as special fuels throughout this section. JPTS is for use in the U-2 aircraft; and JP-7 is for use in the SR-71 aircraft. Fuel will not be issued to other aircraft unless specifically authorized by HQ USAF/ILSP.

4.118. Responsibilities:

4.118.1. This paragraph will identify the responsibilities of the organizations responsible for the management of the fuels identified in paragraph 4.117. HQ USAF/ILSP, Policy, HQ 12AF/LGB, Operational Manager, SA-ALC/SF, Fuels Manager, major commands (MAJCOMs) and respective base level activities.(Reference Attachment 4I-1 and 4I-2)

4.118.2. Responsibilities are identified as follows:

4.118.2.1. HQ USAF/ILSP establishes program policy.

4.118.2.2. HQ 12AF/LGB will:

4.118.2.2.1. Be the approving agency for all operational program requirements (fuel resupply, storage, and projects) of all reconnaissance aircraft customers including National Aeronautics and Space Administration (NASA) and commercial agencies.

4.118.2.2.2. Validate annual special fuel requirements for programmed assigned aircraft for both using and storing locations.

4.118.2.2.3. Submit annually estimated program close-out for current year and three out-year special fuels requirements to SA-ALC/SFSC by 15 Feb. These requirements will establish the special fuels budget.

- 4.118.2.2.4. Notify SA-ALC/SFSC of mission changes to program operations.
- 4.118.2.2.5. Provide HQ USAF/ILSP, MAJCOMs, and Staff Agencies Minimum Peacetime Operational Levels (MPOL) and contingency requirements by 1 May of each year for implementation on 1 Oct of the same year.
- 4.118.2.2.6. Monitor both peacetime and contingency levels by location and ensure product availability.
- 4.118.2.2.7. Publish a classified monthly consolidated report detailing fuel inventories, safefill, capacities, and established requirement and identify shortfalls of each storing location.
- 4.118.2.3. MAJCOMs will:
 - 4.118.2.3.1. Submit annual MPOL and contingency requirements according to current operational tasking to HQ 12AF/LGB by 1 Apr. Requirements report will include annual fuel requirements according to Operational Plan (OPLAN) tasking. Implementation of all coordinated levels will be effective 1 Oct of the same year.
 - 4.118.2.3.2. Ensure monthly inventory reports are submitted by all assigned units according to reporting procedures in paragraph 4.123. Ensure established MPOL are maintained.
 - 4.118.2.3.3. Monitor the operation and management of off-base terminals.
 - 4.118.2.3.4. Identify and submit maintenance and/or upgrade projects to include cost estimates for on and off-base facilities to HQ 12AF/LGB.
- 4.118.2.4. SA-ALC/SFSC will:
 - 4.118.2.4.1. Review special fuels requirements submitted by 12AF/LGSF and develop three year budget.
 - 4.118.2.4.2. Process procurement actions for product and services required in support of AF Reconnaissance Program.
 - 4.118.2.4.3. Process orders for special fuel production and services as directed by HQ 12AF.
 - 4.118.2.4.4. Approve/disapprove downgrade requests of 5,000 gallons and over and forward downgrade instructions, if applicable, per paragraph 4.121.2.
 - 4.118.2.4.5. Monitor funds for the procurement, storage, drumming, and related services of special fuels.
 - 4.118.2.4.6. Monitor monthly inventory reports submitted by all using activities.
- 4.118.2.5. SA-ALC/SFSP will:
 - 4.118.2.5.1. Review special fuels transportation and container (BFC--bulk fuel container) requirements submitted by SA-ALC/SFSC and develop three year budget.
 - 4.118.2.5.2. Process procurement actions for transportation and container (BFC) services required in support of AF Reconnaissance Program.
 - 4.118.2.5.3. Monitor funds for the procurement of transportation and container (BFC) services.
 - 4.118.2.5.4. Direct transportation requirements via various modes including tank truck, rail car, bulk fuel container (BFC), ocean tanker and drums.
- 4.118.2.6. SA-ALC/SFTH will:
 - 4.118.2.6.1. Provide quality assurance assistance.
 - 4.118.2.6.2. Coordinate downgrade requests in excess of 5,000 gallons and provide downgrade instructions to SA-ALC/SFSC.

4.118.2.6.3. Provide technical guidance as requested.

4.118.2.6.4. Direct laboratory testing of the fuel and determine suitability for use for the Air Force.

4.118.2.7. SA-ALC/SFRF will budget and authorize funds for the procurement, transportation, storage, drumming, and related services of special fuels.

4.118.2.8. The fuels management officer (FMO) or other accountable officer will be responsible for the accountability, receipt, storage and issue of the fuel, and for the preparation and distribution of the inventory management data required by this section.

4.118.2.9. 9 SUPS/LGSF will submit annual current operational requirements for the 9RW and their detachments to HQ 12AF/LGB no later than 1 Apr. Requirement reports will include monthly fuel consumption per sortie and total annual fuel requirements. Reports will be classified under Senior Year Program guidelines. Implementation of all coordinated levels will be effective 1 Oct of the same year.

4.119. Authorized Inventory Levels:

4.119.1. Total Level. Special fuels tanks should be maintained within predetermined minimum levels established by HQ 12AF/LGB.

4.119.2. Temporary Changes of Storage Tank Capacity Levels. Any deviation to the minimum levels will be approved/disapproved by HQ 12AF/LGB.

4.120. Fuel Distribution:

4.120.1. Ordering.

4.120.1.1. Using activities will coordinate all requirements with HQ 12AF/LGB. 12AF/LGB will coordinate requests with SA-ALC/SFSC and the applicable using organizations. SA-ALC/SFSC will place all orders for special fuels directly with the contractors.

4.120.1.2. Responsibilities and procedures for ordering special fuels are as follows:

4.120.1.2.1. The using organizations and detachments will advise their respective MAJCOM of known mission changes affecting consumption rate. MAJCOM will advise HQ 12AF/LGB of these changes.

4.120.1.2.2. SA-ALC/SFSC will prepare and forward delivery schedules to the contractual suppliers for movement of product.

4.120.1.2.3. SA-ALC/SFSP will coordinate transportation movement of fuel to all locations.

4.120.1.3. Ordering procedures for air shows:

4.120.1.3.1. Tasked activities of reconnaissance aircraft (U-2 and SR-71) static display for air shows must notify 9 SUPS/LGSF within sixty (60) days prior to projected air show date for special fuels requirements.

4.120.1.3.2. 9 SUPS/LGSF will provide air show requirements to HQ 12AF/LGB. Confirmation of air show date and requirements must be formally submitted to HQ 12AF/LGB fourteen (14) days prior to delivery.

4.120.1.3.3. Special fuels delivery will be initiated by HQ 12AF/LGB to SA-ALC/SFSC and coordinated with the tasked activity.

4.120.2. Receipt of Shipments.

4.120.2.1. Receipt of special fuels shipments will be according to Section 4C of this chapter, except any reference to DoD 4140.25-M, DoD Management of Bulk Petroleum Products, Natural Gas, and Coal, or Source Identification

and Ordering Authority (SIOATHS) does not apply. Special fuels transactions WILL NOT be processed through the standard base supply system (SBSS) computer.

4.120.2.2. Activities receiving special fuels shipments by rail car, tank truck, bulk fuel container (BFC) or drums will determine that the fuel is suitable for off-loading according to T.O. 42B1-1-16. Upon completion of off-load, Fuels Management Flight Chief (FMFC) will sign block 22 of the DD Form 250, Materiel Inspection and Receiving Report, and retain in the Base Fuels Management Office (BFMO) files. If block 21A has not been signed by an authorized government representative or alternate release procedure indicated, or if quantity received significantly varies from that shipped, the FMFC will notify SA-ALC/SFTH and SA-ALC/SFSC immediately.

4.120.2.3. Activities receiving special fuels shipments by tanker or barge will:

4.120.2.3.1. Have an authorized government representative complete the DD Form 250-1, Tanker/ Barge Material Inspection and Receiving Report, and retain one copy for FMF files at the time the fuel is discharged.

4.120.2.3.2. Forward signed duplicate copies of the DD Form 250-1 as follows:

4.120.2.3.2.1. One copy to: COMMANDER MSC, Bldg 210, Wash Navy Yard, Wash DC 20398-5540.

4.120.2.3.2.2. One copy to: SA-ALC/SFSC, Bldg 1621, 1014 Billy Mitchell Blvd., STE 1, Kelly AFB TX 78241-5603

4.120.2.4. Reproduction of copies of DD Forms 250 or DD Forms 250-1 is authorized when number of copies is insufficient.

4.120.2.5. Activities receiving special fuels for air shows:

4.120.2.5.1. Tank truck delivering special fuel will be equipped with pumping capability. The minimum quantity of special fuels will be 3,000 gallons per tank truck.

4.120.2.5.2. A dedicated refueler must be dumped/ drained prior to special fuel delivery. An offload hose may be required consisting of a three-inch coupler and a single point nozzle attached to approximately 15 feet of three-inch hose. Fuel offload will be a two-part operation consisting of an initial transfer of 1,500 gallons to enable 2,000 gallons to recirculate through the refueler filter elements and final offload. Hoses must be pressurized with the initial 1,500 gallons of special fuel to soak the hose. After this process has been completed evacuate the hose and sample the fuel for visual and flash test. If the fuel passes specified test according to the respective Technical Order, offloading of the remaining fuel will be accomplished.

4.120.2.5.3. The following items are waived for special fuels supported air shows:

4.120.2.5.3.1. Second filtration prior to aircraft servicing. Initial filtration takes place at the refinery and is inclusive of the two filtration requirement.

4.120.2.5.3.2. Saybolt color testing is waived.

4.120.2.5.3.3. Hose recirculation is waived. Ensure hoses are pressurized with initial 1,500 gallons of special fuels used to recirculate fuel through the elements.

4.120.2.5.3.4. Filter elements do not require changing prior to special fuel receipt.

4.120.2.5.4. Notification of receipt of special fuel must be made in the format shown in Figure 4.2.

4.120.3. Transportation of Fuel:

4.120.3.1. Stateside Transportation Requirements.

4.120.3.1.1. Each base level TMO where special fuel is issued will be responsible for accomplishing a government bill of lading (GBL) utilizing all the information provided to the base activity from SA-ALC/SFSP, Transportation Office, on the SA-ALC Form 160, Air Force Propellants Chemicals and Gases Routing Instructions. SA-ALC Form 160 authorizes the transportation move and provides a fund cite and transportation instructions specific to that move. Copies of the GBL will be provided to the driver and one copy will be sent to SA-ALC/ SFSP, 1014 Billy Mitchell Blvd., STE 1, Bldg 1621, Kelly AFB, TX 78241-5603.

Figure 4.2. Special Fuels Air Show Report.

MEMORANDUM FOR 9 SUPS/LGSF

17550 26TH STREET, SUITE 200

BEALE AFB, CA 95903-1716

FROM: (Using Activity and Complete Address)

SUBJECT: Special Fuels Air Show Report

1. Enclosed is the DD Form 250 for the special fuel delivery.

2. The fuel breakdown is as follows:

XXX gallons delivered to Base (i.e., Receiving Activity)

XXX gallons issued to aircraft (i.e., U2R, tail number)

XXX gallons downgraded to fuel grade (i.e., JP-5, JP-8, etc.)

3. Point of contact (POC) is (i.e., rank/grade and name) at (i.e., give DSN, FAX, and commercial phone numbers for POC).

Signature Block

cc: HQ 12AF/LGB

SA-ALC/SFSC

4.120.3.1.2. Each base level fuels activity receiving or issuing special fuels will fax a computer generated report of shipment (reference Attachment 4I-3) to SA-ALC/SFSP, Kelly AFB, TX , FAX DSN 945-1319, within 12

hours of receipt or issuing of fuel transported in tank truck, bulk fuel containers, rail car or drums. The format will contain the following information.

4.120.3.1.2.1. Base activity reporting.

4.120.3.1.2.2. Date of arrival/departure.

4.120.3.1.2.3. Tank truck number/bulk fuel container number/rail car.

4.120.3.1.2.4. Remarks.

4.120.3.1.3. Base level fuels activity receiving rail cars will report any mechanical discrepancy on rail cars that prohibits the safe movement and filling of the car. This report will be faxed to SA-ALC/ SFSP prior to the rail car departing the base. The car is to remain at the base until disbursement instructions are received from SA-ALC/SFSP.

4.120.3.1.4. Each base level fuels activity receiving or issuing special fuel via tank truck or bulk fuel container in which the carrier is accruing detention must fill out SA-ALC Form H-14, Transport Delay Certificate. SA-ALC/SFSP will provide SA-ALC Form H-14 with SA-ALC Form 160. All blocks on the form must be completed and remarks provided as to the cause of delay. The form must be validated by the consignor (loading) or consignee (offloading) and the carrier. The signed SA-ALC Form H-14 will be given to the driver for submission for payment. A copy of the completed form will also be forwarded to SA-ALC/SFSP.

4.120.3.2. Export Shipments.

4.120.3.2.1. Each base level fuels activity receiving export special fuel will fax a computer generated report of shipment (reference Attachment 4I-4) to SA-ALC/SFSP, Kelly AFB, TX, FAX DSN 945-1319, within 12 hours of receipt of fuel transported in drums, bulk fuel containers, or ocean tanker. The format will contain the following information.

4.120.3.2.1.1. Base activity reporting.

4.120.3.2.1.2. Date of arrival/departure.

4.120.3.2.1.3. Drums/bulk fuel container number/ocean tanker.

4.120.3.2.1.4. Remarks.

4.120.3.2.2. Each base level TMO working with the area Military Traffic Management Command (MTMC) booking empty special fuel bulk fuel containers stateside will fax a computer generated report of shipment (reference Attachment 4I-5) to SA-ALC/SFSP, Kelly AFB, TX, FAX DSN 945-1319 within 12 hours of vessel departure. The format will contain the following information.

4.120.3.2.2.1. Base activity reporting.

4.120.3.2.2.2. Date of departure.

4.120.3.2.2.3. Bulk fuel container number.

4.120.3.2.2.4. Name vessel shipped on and Voyage number.

4.120.3.2.2.5. Estimated time of arrival (ETA) stateside.

4.120.3.2.2.6. Remarks.

4.120.3.2.3. Each location receiving special fuel will work closely with MTMC, base level TMO, and Base Fuels to ensure that fuel from the port is received by the base and empty containers are returned stateside on next

available vessel. Any port bottlenecks will be reported immediately to SA-ALC/SFSP, Kelly AFB, TX via phone, fax, or message.

4.121. Issue and Transfer Procedure:

4.121.1. Issues/Defuels. Issues/defuels to designated aircraft will be according to Chapter 1, paragraph 1.63., of this manual and T.O. 42B1-1-16. Do not process documents through the SBSS.

4.121.2. Fuel Downgrades.

4.121.2.1. Requests.

4.121.2.1.1. For 5,000 Gallons and Over. Requests for fuel grade change (downgrades) of special fuels for over 5,000 gallons will be forwarded to SA-ALC/SFSC with information copy to SA-ALC/ SFTH and HQ 12AF/LGB indicating the quantity and reason for the downgrade, the product to which it will be downgraded, and base or area lab test results. SA-ALC/SFSC will contact Defense Fuel Supply Center (DFSC) for approval to add to DFSC stockage and upon concurrence will notify the requesting activity. Fuel will be blended per approval instructions from SA-ALC/SFSC and SA-ALC/SFTH and picked up on the FP account, using procedures indicated in paragraph 4.121.2.2.

4.121.2.1.2. For Under 5,000 Gallons. Fuel grade change (downgrades) of special fuels for under 5,000 gallons at a time may be accomplished on an as needed basis. Use downgrade ratios listed in T.O. 42B-1-1 or contact SA-ALC/SFTH for technical guidance. Fuel will be reported per procedures indicated in paragraph 4.121.2.2.

4.121.2.2. Reporting.

4.121.2.2.1. Special fuels are not SBSS reportable items, therefore special reporting procedures are required when downgrading special fuels to a fuel grade which is SBSS reportable. The following procedures are applicable:

4.121.2.2.1.1. Process a transaction through Defense Fuels Automated Management System (DFAMS) for the quantity of the NSN for which it is being downgraded to credit the Aviation Fuels Category account. Notify SA-ALC/SFSC monthly on downgrade transactions. SA-ALC/SFRF will process a credit to the appropriate O&M customer through missile fuels billing.

4.121.2.2.1.2. Annotate Special Fuels Monthly Inventory Report with quantity, date and reason for fuel downgrade.

4.122. Inventory and Quality Control Procedures:

4.122.1. Inventory will be according to Chapter 1, Section 1F of this manual. Classification of the programs supported by this fuel requires all documentation related to accounting and quality control be staged in the BFMO.

4.122.2. Submission of Fuel Samples.

4.122.2.1. Samples will be forwarded per instructions contained in T.O. 42B1-1-16 or as otherwise directed by SA-ALC/SFTH or using MAJCOM.

4.122.2.2. Uniform Material Movement and Issue Priority System (UMMIPS) guidelines as defined in Volume 1, Part 1, Chapter 24, of this manual and priorities document will be utilized when establishing priorities for sample submission and will be commensurate with analysis urgency. Routine sample submissions should not carry a priority greater than 06. Samples of an urgent nature which could affect mission degradation should be assigned a supply priority 01 (zero-one) Not Mission Capable Supply (NMCS). In the latter case, HQ 12AF/LGB, DSN 361-4548, will be notified followed by a priority message to all concerned. Data to be provided will be base sample number, TCN, quantity, and reason for sample submission.

4.122.2.3. Mark each sample according to MIL-STD-129 including nomenclature, numerical designation or

equivalent, and the flash point of the contents. DD Form 1387-2, Special Handling Data/ Certification, is not required according to AFMAN 24-204, Preparing Hazardous Materials for Military Air Shipments, as fuels are classified as nonflammable according to AFOSH 127-43, Flammable & Combustible Liquids.

4.123. Inventory Reporting:

4.123.1. Special Fuels Monthly Inventory Reports.

4.123.1.1. All using/storing locations having special fuels inventories will submit a Monthly Inventory Report to arrive not later than the fifth working day of the month following the reported month.

4.123.1.2. Reports will be distributed as follows:

TO: 12AF DAVIS MONTHAN AFB AZ/LGB//

INFO: SA-ALC/KELLY AFB TX/SFSC/SFTH//

HQ ACC LANGLEY AFB VA/LGSIR//

REPORTING AGENCY’S MAJCOM HQ/LGSF//

REPORTING AGENCY’S NAF/LGSF//

4.123.2.3. Immediately prior to the subject line, insert This is a Senior Year message.

4.123.2.4. For messages pertaining to Det 1, subject should be written Subj: SBA Activity, Special Fuels Monthly Inventory Report.

4.123.2.5. Reports will be submitted Unclassified EFTO as a minimum. The following guidelines would indicate higher classification.

4.123.2.5.1. Shortfalls or significant limiting factors discussed.

4.123.2.5.2. Future requirements if other than normal resupply.

4.123.2.5.3. Specific operations or projects requiring classification authority per Senior Year Security Guide.

4.123.2.6. Figure 4.3. is a sample report and all sections will be labeled accordingly.

Figure 4.3. Special Fuels Monthly Inventory Report.

PART I. Special Fuels Inventory Data (U.S. Gallons/55-Gallon Drums)

A. Ending Month and Year:

	Bulk	Drums	
	(Gallons)	(Quantity)	
B. Beginning Inventory (must agree with previous month’s ending inventory)	75,000	120	(Batch 61)
	130	(Batch 72)
	100	(Batch 81)

C. Receipts20,000.... 100 (Batch 96)
D. Issues15,000..... 40 (Batch 61)
E. Downgraded (explain reason in "K," Remarks).....500..... 0
F. Gain or (Loss) (explain reason in "K," Remarks)(500)..... 0
G. Ending Inventory79,000.... 410 (21,730 gals)
H. Total Ending Inventory in Gallons:.....101,730

(NOTE: Drum contain 53 gallons by weight)

- I. Latest AREA laboratory test date: List by tank number for bulk product and by batch number for drum product. Identify the laboratory that performed analysis and indicate whether SAT/UNSAT. (Unsatisfactory laboratory analysis will be brought to the attention of the MAJCOM, HQ 12AF/LGB and SA-ALC/SFTH/SFSC immediately by priority message.)
- J. Indicate tank numbers (or drum batches) and quantities in Quality Control hold status or containing off-specification product.
- K. Remarks: For downgrades, identify product downgraded to and explain in detail reasons for downgrades. Submit downgrade report per paragraph 4.121.2. For gain or loss, explain the variance.

PART II. Projected Requirements. This part is required by those active bases where stocks are maintained and where flying activities are being supported on a regular basis. Its purpose is to project resupply for active locations. Bases with dormant stock will provide projected requirements to support any anticipated flying activity.

Bulk

(Gallons) Drums

Special Fuels

Required Monthly 20,000 50

Any unanticipated major changes in consumption, up or down, should be reported by exception via priority message to HQ 12AF/LGB with info to SA-ALC/SFSC.

PART III. Test Data (Monthly). The following information will be submitted by agencies having dormant bulk storage. (Reference TO 42B1-1-16).

- A. Date of latest base fuels lab test.
- B. Solids content rating by the millipore evaluation guide.
- C. Flash Point.
- D. API Gravity at 60 degree F.
- E. Color (Saybolt).

F. FSII.

G. Remarks: This column will be used for project status/operational shortfalls/any unique circumstances that may effect special fuel support (i.e., strikes, port delays). LIMFAC AND SHORTFALL EXPLANATIONS WILL INCREASE SECURITY CLASSIFICATION TO THE SENIOR YEAR REPORT.

PART IV.

A. POC.

B. DSN, COMMERCIAL #.

C. FAX #.

D. E-MAIL ADDRESS.

E. STU III #

4.124. Supply Support:

4.124.1. The fuel managed under these procedures is used in high priority aircraft programs. These programs are afforded specific force activity designators (FADs) identified in the USAF program, bases, units and priorities document (PD), Section Three. Routine resupply requisitions for expendable supplies and equipment should utilize the normal base unit's FAD.

4.124.2. Procurement of equipment, expendable supplies, or services in support of special fuels operations.

4.124.2.1. Items costing \$100,000 and over will be classified as investment items and must be funded by appropriations established for that purpose through the MAJCOM.

4.124.2.2. Associated special fuels services (transportation, maintenance, etc.) may be funded through the Missile Fuels Management Category. Submit requests through the MAJCOM to HQ 12AF/LGB for forwarding to SA-ALC/SFSC.

4.124.2.3. Items costing under \$100,000 each will be classified as an expense and may be funded locally or by the Supply Management Activity Group/ Fuels Division of Defense Working Capital Fund (DWCF). Requirements of this nature must be submitted according to this chapter to SA-ALC/SFSC budget lead-time away, i.e., requirements submitted in Feb 96 can be included for execution in the FY97 budget (1 Oct 96).

4.124.3. Refueling vehicle requirements for special fuels support are authorized per Table of Allowance (TA)-012.

4.124.4. Disposition of empty special fuels drums will be according to:

4.124.4.1. AFI 23-205, Managing the Procurement Materiel Program.

4.124.4.2. AFMAN 23-110, Volume 2, Part 2, USAF Standard Base Supply System (Chapter 13, Section 13E).

4.124.4.3. AFMAN 23-110, Volume 1, Part 3, AF Stock Fund and DPSC Assigned Item Procedures (Chapter 1, Section 1B).

4.124.4.4. T.O. 42B-1-23.

4.124.5. Disposition authority of special fuels self contained above-ground tanks (SCAT) will be submitted to HQ 12AF/LGB and SA-ALC/SFSC. SCAT tanks provided by the Special Fuels Category will be managed by HQ

12AF/LGB and SA-ALC/ SFSC to ensure tanks are positioned where fixed storage is not available. Tanks may be moved at the discretion of HQ 12AF/LGB and SA-ALC/ SFSC as required to support operational mission transfers.

4.125. Minor Construction/Maintenance and Repair of Special Fuels Facilities:

4.125.1. Minor construction is a single project at military base storing special fuels that includes all construction material needed to produce a complete and usable facility or a complete/usable improvement to an existing facility. Categories are identified as follows:

4.125.1.1. Erection/installation of assembly of a new facility.

4.125.1.2. Addition, expansion, or extension of an existing facility.

4.125.1.3. Conversion or replacement of a facility.

4.125.1.4. Relocation of a facility from one site to another, or an alteration of a facility associated with an increase in mission.

4.125.2. Repair is the restoration of a real property facility to such condition that it may be effectively utilized for its designated purpose. Property may be restored by overhaul, reprocessing, or replacing parts or materials which have deteriorated by weather elements or usage and have not been corrected through maintenance. Repair projects may replace parts of a facility such as piping, electrical wiring, etc., to comply with current standards or modern accepted engineering practice.

4.125.3. Maintenance is the recurrent day-to-day, periodic/scheduled work required to preserve a facility from deteriorating; such as tank cleaning, interior/exterior coatings, piping painting, disposal of bottom sediment and waste waters, during tank cleaning etc.

4.125.4. Project Documentation. To expedite the approval and funding process, all projects shall contain the following documentation:

4.125.4.1. FMO will submit an AF Form 332, Base Civil Engineer Work Request, to the local Base Civil Engineer with detailed requirements for proposed projects. Identify on the AF Form 332 that the project will be submitted to HQ 12AF/ LGB and SA-ALC/SFSC for funding approval. Project estimates should include design cost. If project proposal is approved, HQ 12AF/LGB and SA-ALC/SFSC will provide a letter of funding intent within sixty (60) days to the requesting agency's MAJCOM. MAJCOM will provide the letter of funding intent to the requesting agency. Base fuels will include this letter in the formal project package being submitted to Base Civil Engineering.

4.125.4.2. DD Form 1391, FY 19__ Military Construction Project Data, is the desired form for project submission. Other documents may be suitable if such provide project scope, justification, and cost estimates; substitute documents are subject to HQ 12AF/LGB and SA-ALC/SFSC review and approval.

4.125.4.3. Economic Analysis. This analysis will either justify the project solely on the basis of economics or demonstrate the lowest cost alternative in order to fulfill operational requirements.

4.125.4.4. Scope and Detailed Cost Estimate will be verified by Air Force Base Civil Engineer. Verification shall be noted on the cost estimate document.

4.125.4.5. Facilities Study will provide justification for the proposed project.

4.125.4.6. Potential Environmental Impact Assessment. The Air Force may use their Standard Certificate of Environmental Compliance.

4.125.4.7. Site Approval. Such sites shall be verified by the area Corps of Engineers or local Air Force Civil Engineering Activity.

4.125.4.8. Other Documents. Such as plans, photos, violation notices should be provided if available to support the justification.

4.125.4.9. The following criteria shall be used in developing justification statements.

4.125.4.9.1. Mission essential. The facility will be unable to perform its function in support of mission requirements by a specific date.

4.125.4.9.2. Environmental, Safety, or Fire Protection. Project is required to comply with environmental, safety, or fire protection regulations or laws. The specific regulation or law being violated shall be indicated by number, section, code, etc., with a brief summary of the provision to substantiate the justification statement.

4.125.4.9.3. Product Loss or Contamination Protection. Address how the project will protect the fuel from loss or contamination.

4.125.4.9.4. Improved Efficiency. Projects which will improve operational efficiency. Describe how the project will do this in the justification statement, and describe and list any cost savings that will be incurred (manpower, materials, etc.).

4.125.4.9.5. HQ 12AF/LGB will forward all DD Forms 1391 to HQ ACC CE/ESOM for review. HQ ACC CE/ESOM will review DD Forms 1391 documentation on all proposed projects for accuracy and content.

4.125.5. Funding.

4.125.5.1. Criteria. Fixed, permanent facilities and SCAT used for special fuels (JPTS/JP-7) shall be eligible for maintenance, repair, and minor construction funding by HQ 12AF/LGB and SA-ALC/ SFSC.

4.125.5.2. Process. HQ 12AF/LGB and SA-ALC/ SF shall fund maintenance, repair, and minor construction projects. Funds for approved projects shall be provided to requesting unit's Base Civil Engineer via DD Form 448, Military Interdepartmental Purchase Request (MIPR), and DD Form 448-2, Acceptance of MIPR. The local Base Civil Engineer shall accept the DD Form 448-2 and return it to HQ 12AF/FM or SA-ALC/SFSC within 30 days (confirms MIPR received).

Attachment 4A-1
EXPLANATION OF TERMS

4A1.1. Listed herein are words or terms together with their definitions which are peculiar to this chapter.

A

Administrative Contracting Officer (ACO). Any person who, either by virtue of position or by appointment according to prescribed regulation, is vested with the authority to enter into and administer contracts and make determinations and findings with respect thereto, or with any part of such authority.

B

Base Fuels Management Office (BFMO). The office charged with responsibility for the inventory, receipt, storage, and issue of missile fuels and related items and maintaining quantity records for such transactions at base level to include such items used by contractors performing research, development, and testing at the base.

Base Supply Officer. An officer designated to maintain a formal stock record account of and be responsible for all supplies for a designated serially numbered stock record account.

C

Contract Administrative Office (CAO). Any office according to prescribed regulations which is vested with proper authority that negotiates, enters into and administers contracts as well as making determinations and findings with respect thereto.

Command Fuels Officer. The chief at staff level of the command fuels office which monitors all petroleum and propellant matters in each major command, including missile propellant operations for his command in relation to the overall AF objectives.

Commingling. Storage of Fuels Division fuel with fuel procured through commercial sources in same storage vessel and/or commercially procured fuel in commercial containers stored in the same area as Fuels Division fuel.

Contractor Furnished Product (CFP). Contractor purchased fuel in support of a government contract at the contractor's expense. Documentation to substantiate government contract support must be provided.

Controlled Storage Point (CSP).

(1) AF bases as designated by SA-ALC/SF.

(2) Contractor locations designated by SA-ALC/SF which require Fuels Division owned missile fuels to support Fuels Division authorized customers.

Customer Identification Code (CIC) Number. Account number assigned by SA-ALC/SFRF to customer upon submission of fully certified acceptable funding document. Type of funding document acceptable is explained in paragraph 4.18.2. CIC number will be cited for forecasting, ordering, billing, and payments.

D

DWCF. Defense Working Capital Fund, Supply Management Activity Group, Fuels Division, Missile Fuels Management Category.

Demurrage. Rail or ship charges in excess of carriers allowable free time for loading, unloading or storage.

Detention. Motor vehicle (truck) charges in excess of carriers allowable free time for loading or unloading.

Directorate of Aerospace Fuels Management. DoD activity at Kelly AFB designated as the integrated manager for missile fuels.

Direct Sales. Direct shipments from suppliers sold to a single user, project, or program at locations not designated as controlled storage points.

E

Empty Containers. The container has been cleaned of hazardous material and purged to remove any hazardous vapors.

Excess Missile Fuels Propellants. Excess missile fuels propellants are identified as excess material owned by a customer who no longer has a requirement for the propellants. Propellants must not be contaminated.

F

Forecast of Missile Fuel Requirements. A forecast by contractor or government activity of estimated requirements for government-furnished property, new items presently contractor-furnished property, and products under development and test for contractor and propellant requirements of AF bases.

Fuels Management Officer (FMO). The individual charged with the accountability of the base fuel stock record account and responsible for insuring that the functions of the BFMO are properly discharged.

G

Government-Furnished Product (GFP). Government agency purchasing the fuel at the government agency's expense.

H

Heel. The product left in the container after offloading to the maximum extent possible has been accomplished and no more product can be withdrawn.

I

Inventory. The quantity of missile fuels management category-owned products maintained at Controlled Storage Points: Products may be carried in any authorized type of storage such as tank, drum, cylinder, tank car.

Issues. This term is used to identify movement of product from one location or storage area to another. Issues are broken down into two categories as follows:

- (1) Sales. A sale is interpreted to mean issues which can be identified to an individual end user and are issues from the last controlled storage point.
- (2) Transfers. A movement of a missile propellant product from one controlled storage point to another controlled storage point.

L

Losses. That quantity of product which will not be available for consumption due to evaporation, contamination, spillage, etc. Losses will be categorized as follows:

- (1) Handling -- Losses incurred as a result of transfers from producing nozzle to storage tank, tank-to-tank transfers, tank-to-transportation carrier transfer, transfers from storage tanks to run tanks, and transfers to pipelines, including cool-down and venting.

(2) Static -- Losses incurred as a result of evaporation, contamination, inadvertent spillage, and boil-off while product is in a controlled storage point.

(3) Other losses such as dumping or other unusual losses.

M

MORD. AF Form 406, Miscellaneous Obligation Reimbursement Document. MORDs are obligation documents normally prepared in the subject matter area for unforeseen, non-recurring expenses.

P

Pharmacy Distribution. Issuance of Missile Fuels product for only the quantity required.

Propellants. This term is used in these instructions to designate all products included in this missile fuels management category, it includes propellants, oxidizers, pressurants, and related items of the missile fuels management category as prescribed in Attachment 4D-1.

R

Reprocessing of Missile Fuels Propellants. Reprocessing is a service that may be provided to our customers for certain missile fuels propellants that have been purchased from our Directorate. Reprocessing services are provided in order to return propellants to within specification for customer use. Customer is responsible for any fees associated with this service. Propellants must not be contaminated.

S

Shipping Paper. A shipping order, bill of lading, manifest or other shipping document serving a similar purpose and containing the information required by Code of Federal Regulation (CFR) 49 for hazardous materials.

Support Billings. Formerly identified as penalty billings, support billings are charged to customers for costs above and beyond the normal charges included in the standard price. Support billings may include detention, demurrage, transportation to locations outside the normal delivery area, special requests for services or container leasing, etc.

T

Transportation. Movement of CONUS product from fill point to Controlled Storage Point (CSP) or direct sale location. Transportation cost for destination is included in the standard price of the product. Movement of product to a second location after the product has been delivered to the requested location and purchased is not included in the standard price of the product.

Attachment 4A-2
FORMS PRESCRIBED BY CHAPTER 4

Form No.	Name	Purpose	Initiated by	When Prepared	No. Copies	Distribution of Forms	Ref
AF Form 586	Propellants Delivery Schedule	Schedule missile propellant deliveries and ordering of transportation services/equipment	SA-ALC/SFS	As required	5	1-Contractor 1-Producing plant 1-Quality control inspector 1-Administrative contracting officer 1-SA-ALC/SFS	Para 4.17.7.
AF Form 588	Missile Propellants Consolidation and Reporting of Sales	Consolidate and report sales	BFMO	End of month	5	2-SA-ALC/SFSC 1-SA-ALC/SFRF 1-Originator 1-Receiving activity	Para. 4.85.
AF Form 855	Record of Receipts (of Missile Propellants)	Records receipts of propellants from all sources	Bulk storage attendant and BFMO	Daily as of 0800 hours	1 for each product	1-BFMO	Para 4.36.
AF Form 856	Propellant Unit Record (Missile Propellants)	Control operations of each propellant unit	Bulk storage attendant	Daily as of 0800 hours	1	1-BFMO	Para 4.81.
AF Form 857	USAF Propellant Sale/Transfer/Return Report	(1) Record sales to end user or return of product by user.	BFMO/storage	(1) For each sale or return	(1) 5	(1) BFMO 1-Suspense 1-Customer 2-As required	Para 4.56.
		(2) Effect transfers between controlled storage points.		(2) When transferring product between controlled storage points	(2) 5	(2) SA-ALC/SFSC 1-SA-ALC/SFRF 1-BFMO 1-Tenant major command or funding agency	Para 4.57.

AF Form 858	Forecast of Requirements (Missile Propellants and Pressurants)	Transmit requirements for budget development.	BFMO	Annually, as required by para. 4.14.	5	2-SA-ALC/ SFSC 1-Reviewing command 1-BFMO 1-Tenant major command or agency	Para 4.15.
AF Form 859	Monthly Inventory Transactions Report (Missile Propellants)	Reflects all transactions for one month period. Reflects gains/losses.	BFMO	As of 0800 hours first working day of each month	4	1-SA-ALC/ SFSC 1-SA-ALC/ SFRF 1-BFMO or property administrator 1-Command Fuels Office (Non-CONUS)	Para. 4.85.
AF Form 1233	Bulk Storage Summary	Records issues to propellant units and returns to bulk, sources	Bulk storage attendant and BFMO	Daily as of 0800 hours	1	1-BFMO	Para 4.55.
AF Form 1235	Physical Inventory (Fuels/ Missile Propellants)	Records total amount of product in storage each propellant unit	Bulk storage attendant and BFMO	As of 0800 hours first day of each month	1	1-BFMO	Para. 4.79.
AF Form 1237	Inventory (Fuels/ Missile Propellants)	Records total transactions for one month entries made daily	BFMO	As of 0800 hours first day of each month	1 for each product	1-BFMO	Para 4.83.
DD Form 200	Financial Liability Investigation of Property Loss	To document contaminated or lost government property	BFMO	As required	7 or as required for local requirements	3-Review board 1-SA-ALC/ SFSC 1-SA-ALC/ SFSP 1-SA-ALC/ SFRF 1-BFMO	AFMA N 23-220
DD Form 250	Materiel Inspection and Receiving Report	Documents inspection and receipt of product from the	Contractor or authorized gov-	When-shipment is made	AFFAR Sup para 100.303-2	AFFAR Sup para 100.303-2	Para 4.31.3.

		contractors facility	ernment represent ative				
SF Form 361	Transporta- tion Discrepancy Report	Transportation discrepancies in shipment	Transport ation officer	As required	As required by AFR 75-18	As required by AFR 75-18	Para 4.35.1.
SF Form 364	Report of Discrepancy	Report packaging discrepancies to the responsible activity for corrective action	BFMO	As required	As re- quired by AFMAN 23-110, Vol. 1, Part 1, Chap 5.	As required by AFMAN 23- 110, Vol. 1, Part 1, Chap 5	Para 4.35.2
SA- ALC Form 160	Air Force Propellants Chemicals and Gases Routing Instructions	Shipping instructions	SA-ALC/ SFSP	For each shipment	4	1-Shipper 1-Receiving activity 1-TMO	Para 4.20.2. 1
SA- ALC Form H-14	Transport Delay Certificate	Justification for Detention	Shipping and Receiving Activities	As required	3	1-SA- ALC/SFSP 1-Carrier Driver 1-Originator	Para 4.20.3. 1

Attachment 4B-1

RESERVED

4B1.1. Reserved for future use.

Attachment 4C-1

LIST OF CONTROLLED STORAGE POINTS

4C1.1. The following locations are designated as controlled storage points under the missile fuels management category.

AIR FORCE BASES:

Eglin AFB FL
Eielson AFB AK
Elmendorf AFB AK
Hickam AFB HI
Hill AFB UT
Holloman AFB NM
Kadena AB Japan
Kelly AFB TX
McClellan AFB CA
Osan AB Korea
Ramstein AB Germany
Vandenberg AFB CA
Wright-Patterson AFB OH

CONTRACTORS:

Aerojet Electro Systems Co., 1100 West Hollyvale Street, Azusa CA 91702
Aerojet Propulsion Division, P.O. Box 13222, Sacramento CA 95813
Chemicals Inc, 12321 Hatcherville Road, Baytown TX 77520
EG&G Florida Inc, P.O. Box 21267, Kennedy Space Center 32815
Howell Hydrocarbons & Chemicals, 1201 W. Sheldon Rd, Channelview TX 77530
Kaiser Marquardt, 16555 Saticoy St , Van Nuys CA 91409
Lockheed Martin, P.O. Box 800, Princeton NJ 08543
Lockheed Martin Astronautics (San Diego CA), P.O. Box 179, Mail Stop 19831, Denver CO 80201
Lockheed Martin Astronautics, P.O. Box 179, Mail Stop 19831, Denver CO 80201
Lockheed Martin Marietta, Valley Forge, P.O. Box 8555, Philadelphia PA 19101
Olin Corporation, Hydrazine Plant, P.O. Box 2896, Lake Charles LA 70602

Olin Corporation, P.O. Box 28, McIntosh AL 36553

Pratt & Whitney, Government Engine Business, P.O. Box 109600, West Palm Beach FL 33410

Rockwell International Corp., Rocketdyne Division, Santa Susanna Field Laboratory, Canoga Park CA 91303

TRW Electronics and Defense, P.O. Box 10, San Clemente CA 92672

Attachment 4D-1

**LISTING OF MISSILE PROPELLANT ITEMS CLASSIFIED AS BEING MANAGED UNDER THE
MISSILE FUELS MANAGEMENT CATEGORY**

(Federal supply catalogs are the official media of identification.)

Nomenclature	NSN	Unit of Issue	Unit Pack
Helium, Ultra High Purity 99.9997%	6830-01-103-8393	cf	cylinder 213cf
Helium, Technical, Extra High Purity 99.9995%	6830-00-001-7989	cf	cylinder 213cf
Argon, Gaseous, Ultrapure Carrier Grade 99.999%	6830-01-066-1677	li	9300 liter cylinder
Air Liquid, for Breathing Purposes, Grade A, Spec MIL-A-27420	9135-01-103-8068	gl	bulk
Neon, Gaseous Research Grade 99.999%	6830-01-099-6295	cy	5000 liter cylinder
Priming Fluid (PF-1), Propellant Spec MIL-P-87173	9135-01-150-7862	gl	54 gl drum/1 gl pail
Deuterium, Gaseous, Propellant, Spec MIL-P-87897	9135-00-030-7807	li	bulk/cylinder
JP-10, High Density, Synthetic, Hydrocarbon Type, Propellant, Spec MIL-P-87107	9135-01-048-5285	gl	bulk/54 gl drum
Hydrazine, Anhydrous Hydrazine Propellant, Spec MIL-P-26536D	9135-00-753-4568	lb	bulk
Hydrazine, Monopropellant Spec MIL-P-26536D	9135-00-149-1610	lb	440 lb drum/cyl
Hydrazine - Water, (70% Hydrazine, 30% Water) MIL-P-87930	9135-01-049-9592	lb	430 lb drum
Anhydrous Hydrazine/Unsymmetrical Dimethylhydrazine (Mix) Propellant Spec MIL-P-27404B	9135-00-753-4919	lb	bulk
Anhydrous Hydrazine/Unsymmetrical Dimethylhydrazine (Mix) Propellant Spec MIL-P-27404B	9135-00-781-9834	lb	375 lb drum
Hydrogen, Gaseous, Type I, Propellant, Spec MIL-PRF-27201C	9135-00-823-8133	mc	bulk
Hydrogen, Liquid, Type II, Propellant Spec MIL-PRF-27201C	9135-00-611-1347	lb	bulk
Dinitrogen Tetroxide (Mon-3, Low Iron) Propellant Spec MIL-P-26539	9135-01-146-5134	lb	bulk
Dinitrogen Tetroxide (Mon-3, Low Iron) Propellant Spec MIL-P-26539	9135-01-146-5135	lb	2000 lb cylinder
Hydrazine, High Purity, Monopropellant, MIL-	9135-01-232-1852	lb	420 lb drum/cyl

P-26536D			
Isopropyl Alcohol, Propellant, Spec MIL-P-87931	9135-00-150-8354	lb	bulk
Kerosene, Grade RP-1, Propellant Spec MIL-P-25576	9130-00-543-7429	gl	bulk
Monomethylhydrazine, Propellant Spec MIL-P-27404D	9135-00-082-2455 9135-00-148-9813	lb lb	360 lb cyl bulk
Nitric Acid, Type IIIB, Propellant Spec MIL-P-7254	9135-00-754-4613 9135-00-754-4614	lb lb	625 lb drum bulk
Dinitrogen Tetroxide, (MON-1) Propellant, Spec MIL-P-26539	9135-00-926-2165 9135-00-926-2164	lb lb	bulk 2000 lb cylinder
Dinitrogen Tetroxide, (MON-1) Low Iron, Propellant, Spec MIL-P-26539	9135-01-304-0747 9135-01-305-8854	lb lb	bulk 2000 lb cylinder
Dinitrogen Tetroxide, (NTO) Propellant, Spec MIL-P-26539	9135-00-754-2694 9135-00-754-2695	lb lb	bulk 2000 lb cylinder
Dinitrogen Tetroxide, (MON-3) Propellant, Spec MIL-P-26539	9135-01-013-8568 9135-01-013-8569	lb lb	2000 lb cylinder bulk
Dinitrogen Tetroxide, (MON-10) Propellant, Spec MIL-P-26539	9135-01-056-5010 9135-01-057-7408	lb lb	bulk 2000 lb cylinder
Nitrogen Trifluoride, Propellant, MIL-P-87896	9135-01-004-0611	lb	bulk
Oxygen, Grade B, Type II Propellant, Spec MIL-PRF-25508F	9135-00-559-5287	tn	bulk
Oxygen, Grade A, Type II, Propellant, Spec MIL-PRF-25508F	9135-00-965-2527	tn	bulk
Argon, Gaseous, Pressurizing agent, Type I, Grade A, Propellant, Spec MIL-P-27415	9135-00-882-1793	cy	578 cf cylinder
Argon, Liquid, Type II, Grade A, Pressurizing Agent, Propellant, Spec MIL-P-27415	9135-00-759-7634	lb	bulk
Helium, Pressurizing Agent, Type I, Grade A, Propellant, Spec MIL-P-27407	9135-00-890-2011	mc	bulk
Helium, Pressurizing Agent, Type I, Grade A, Propellant, Spec MIL-P-27407	9135-00-926-8888	cf	cylinder
Helium, Pressurizing Agent, Liquid, Type II, Propellant, Spec MIL-P-27407	9135-00-142-9362	li	dewar 30/60/ 100/250/500
Helium, Pressurizing Agent, Liquid, Type II, Grade A, Propellant Spec MIL-P-27407	9135-01-039-4366	li	bulk
Nitrogen, Pressurizing Agent, Type II, Grade C, Propellant Spec MIL-PRF-27401D	9135-00-985-7080	tn	bulk
Nitrogen, Pressurizing Agent, Type I, Grade A, Propellant Spec MIL-PRF-27401D	9135-00-823-8115	mc	bulk
Nitrogen, Pressurizing Agent, Type II, Grade A, Propellant, Spec MIL-PRF-27401D	9135-00-854-0493	tn	bulk
Nitrogen, Pressurizing Agent, Type II, Grade B, Propellant Spec MIL-PRF-27401D	9135-00-965-2526	tn	bulk

Nitrogen, Pressurizing Agent, Type I, Grade B, Propellant Spec MIL-PRF-27401D	9135-00-935-5863	mc	bulk
Unsymmetrical, Dimethylhydrazine, Propellant, Spec MIL-P-25604D	9135-00-687-4293	lb	bulk
	9135-00-753-4637	lb	320 lb cyl
Xenon, Gaseous, Research Grade, 99.995%	6830-00-539-8512	li	100/1000 li cyl
JPTS, Turbine Fuel, Aviation Spec MIL-T-25524C	9130-00-551-2264	gl	bulk/drum
JP7, Turbine Fuel, Aviation Spec MIL-T-38219B	9130-00-180-6385	gl	bulk

Attachment 4H-1
MISSILE FUELS OPERATING PROGRAM

FY _____

Attachment H-1
Missile Fuels Operating Program
Fuels Division

Month	Ending Inventory on Hand (a)	Ending Inventory Intransit (b)	Sales (c)	Beginning Inventory (Total) (d)	Gains (+) Losses (-) (e)	Surcharge Cost Variance (f)	Receipts (g)	Ending Materiel On Order (h)	Beginning Materiel On Order (i)	Orders Placed (j)	Ending Aggregate (k)
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JUL
AUG
SEP
OCT
NOV
DEC
JAN
FEB
MAR
APR
MAY
JUN

TOTAL

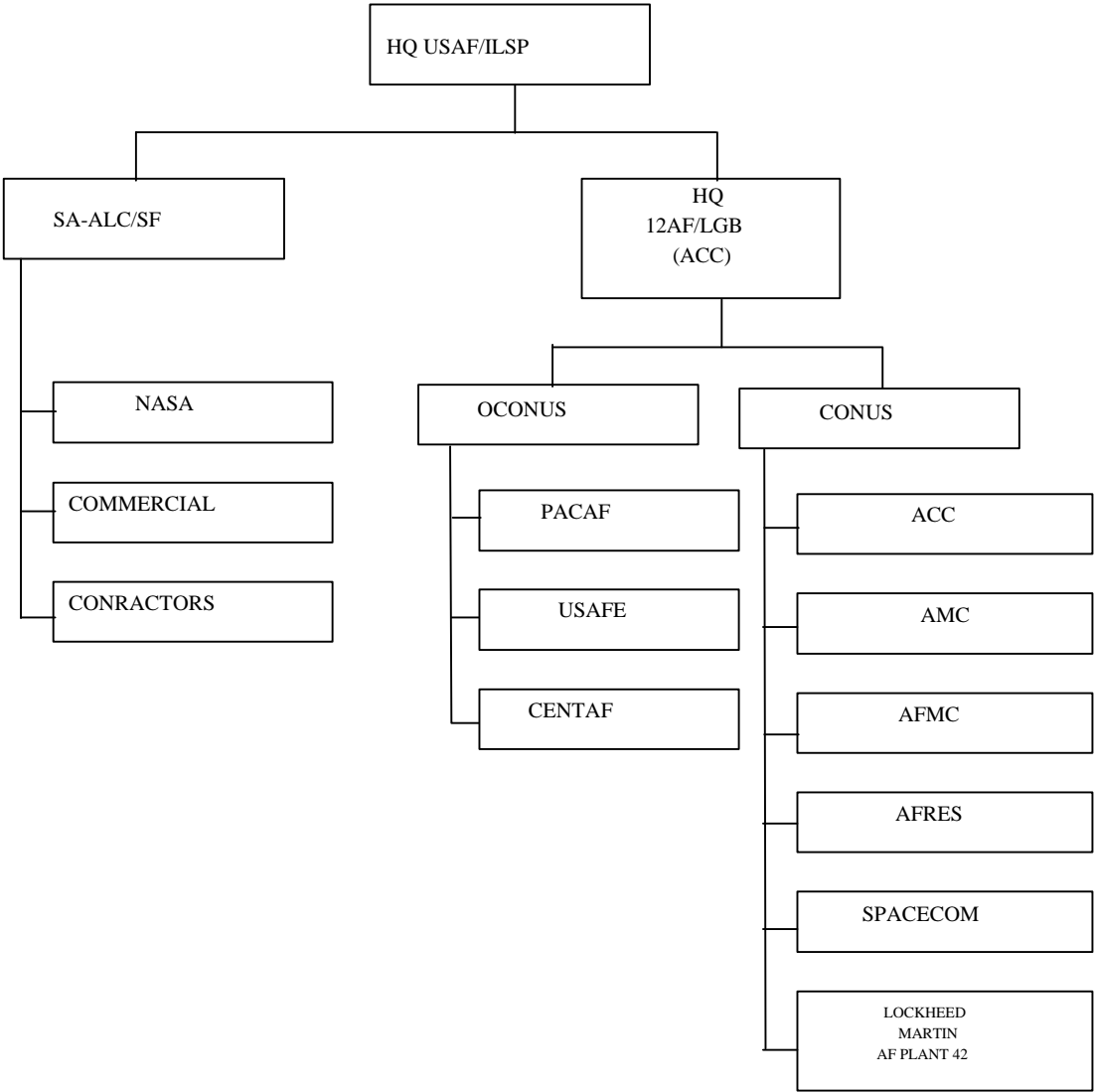
$a + b + c - d + e - g + h = j$

$a + b + h = k$

OPR: SA-ALC/SFRP

Attachment 4I-1

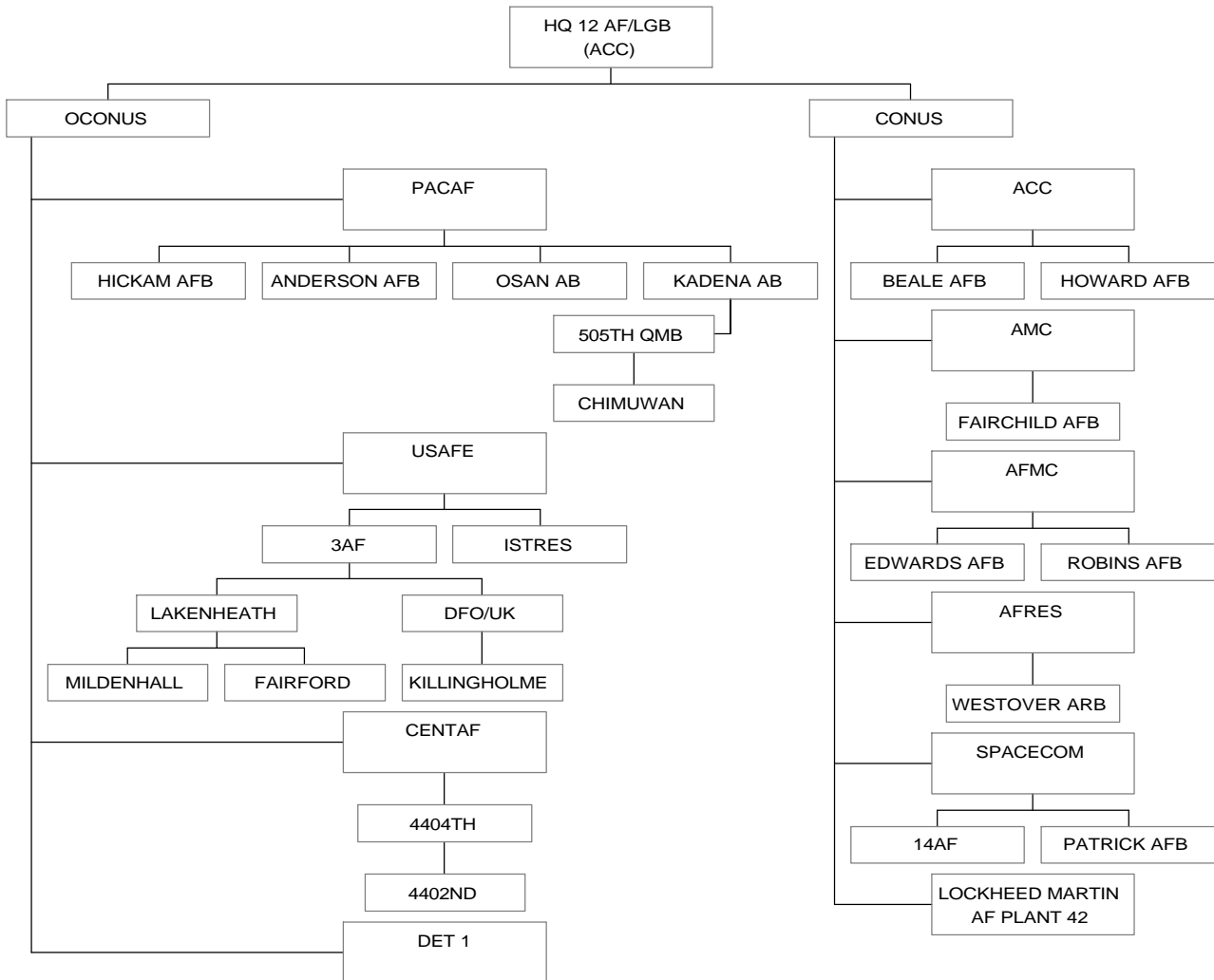
SPECIAL FUELS ORGANIZATIONAL CHART (POLICY)



OPR: SA-ALC/SFRP

Attachment 4I-2

SPECIAL FUELS ORGANIZATIONAL CHART (OPERATIONAL MANAGER)



Attachment 4I-3
STATESIDE REPORT OF SHIPMENT - SPECIAL FUELS

BASE ACTIVITY REPORTING: _____

DATE OF ARRIVAL OR DEPARTURE: _____

GOVERNMENT BILL OF LADING NUMBER: _____

MODE OF TRANSPORTATION:

TANK TRUCK NUMBER / BULK FUEL CONTAINER NUMBER / RAIL CAR NUMBER :

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

REMARKS:

Attachment 4I-4
EXPORT REPORT OF SHIPMENT - SPECIAL FUELS

BASE ACTIVITY REPORTING: _____

DATE OF ARRIVAL: _____

MODE OF TRANSPORTATION:

DRUMS / BULK FUEL CONTAINER NUMBER / OCEAN TANKER NAME :

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

REMARKS:

Attachment 4I-5
EXPORT REPORT OF SHIPMENT - SPECIAL FUELS
(EMPTY BULK FUEL CONTAINER RETURNING STATESIDE)

BASE ACTIVITY REPORTING: _____

DATE OF DEPARTURE: _____

VESSEL/VOYAGE: _____

ETA STATESIDE: _____

BULK FUEL CONTAINER NUMBER:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

REMARKS: